

VILLAGE OF JOHNSON CREEK MEETING NOTICE

125 Depot Street, Johnson Creek, WI

Agenda

COMMITTEE OF THE WHOLE

July 13, 2015

Village Hall

5:30 p.m. or immediately following Plan Commission which begins at 5:00 p.m.

1. Call to order - roll call
2. Statement of Public Notice
3. Approve June 8, 2015 Committee of the Whole meeting minutes – pgs 1-3
4. Minutes of Village Board Meeting of June 22, 2015 and Special Village Board Public Hearing Meeting minutes of June 29, 2015 – For Information Only – pgs 4-10

Items Noticed for Discussion and Recommendation:

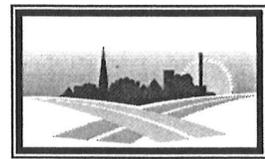
5. 236-238 Union Street – Jeff Ackerman – WDNR – pgs 11-16
6. 2014 Audit - Kevin Krysinski – Johnson Block and Company
7. Wastewater Treatment Facility – Compliance Maintenance Annual Report (CMAR) – Aric Mindemann-pkt 1
8. MSA Professional Service Agreements – Status Review – Kevin Lord pgs 17-42
9. Referred – Tanner Ridge Homeowners Association – Use of Village Right of Way-pg 43
10. Referred – Prohibit Parking – N. Watertown Street
11. Request of Johnson Creek School District – 5K Run for the Fields – Resort Drive –pgs 44-45
12. Award Bid – Wright Road Stormwater Improvements – pgs 46-47
13. Centennial Park Parking Lot – Professional Services Agreement – MSA – pgs 48-49
14. Centennial Park – Planning – Professional Services Agreement – MSA – pgs 49-55
15. Bell Park – Planning – Professional Services Agreement - MSA – pgs 56-59
16. Purchases – Internal Control Policy –pgs 60-70
17. Memorandum – James Hammes - Room Tax – pgs 71-72
18. Operator License Application - 73-74
19. Liquor Licenses – Outdoor Patios
20. Cabaret License – Chamber of Commerce – Firemans Picnic – pg 75
21. Additional Operators Licenses – pg 76
22. Write-Off Outstanding Checks – pg 77
23. Revision of Interfund Loan Rates to 3% - pg78
24. Award Bid – Sump Discharge – Police Department - pg 79-81
25. Employee Reviews
26. Employee/Department Schedules
27. 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 governmental body specifically referred to in the above notice.

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

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

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Personnel and Finance Committee Chair Donald Smith called the Committee of the Whole meeting to order at 5:30 p.m. in the excused absence of President John L. Swisher. The Pledge of Allegiance was recited.

In attendance: Trustees: Fred Albert, Randy Bieri, Tim Semo, Donald Smith, Dale Theder and Kelly Wollschlager. Absent and excused: President John L. Swisher. Also in attendance: Administrator Mark Johnsrud, Street Superintendent Lee Trumpf, Fire Chief Jim Wolf, Police Chief Gary Bleecker and Clerk-Treasurer Joan Dykstra.

Statement of Public Notice

This meeting was posted and noticed according to law.

Approve May 11, 2015 Committee of the Whole meeting minutes

A Semo/Theder motion carried to approve May 11, 2015 Committee of the Whole minutes.

Items Noticed for Discussion and Recommendation:

Tanner Ridge Homeowners Association - Letter

Tanner Ridge Homeowners Association (HOA) provided a letter of request to:

1. Maintain Village right of way within the Tanner Ridge subdivision
 - a. To mow the grass on Coventry Circle and Kensington medians.
 - b. Placement of top soil within each median.
 - c. Permission for the HOA to maintain grass area and landscaping near the signage entrance for the subdivision.
2. Clarify:
 - a. Who is responsible for the property which is currently not mowed, directly to the south of the front entrance sign?
 - d. In the Coventry Circle median there are two water stand pipes for shut off valves which have been damaged by mowing or snowplowing. Would Village replace prior to granting permission to the HOA to maintain.

Tanner Ridge HOA indicated the Village would save on maintenance costs and the medians could be maintained to a “park-like” setting. HOA requests approval to maintain and mow the medians in Coventry Circle and Kensington Circle and the area in and around the entrance sign.

Albertz/Theder motion carried unanimously to refer to the July 13, 2015 Committee of the Whole meeting and request that a member of the HOA attend the meeting to answer questions and directing staff to repair utility stand pipes within the medians.

Room Tax – Legislative Update – AB301

Administrator Johnsrud stated that the Legislature Joint Finance Committee has amended the 2015-2017 State Budget to include provisions of AB301 to change Room Tax requirements effective January 1, 2016. The amendment will require a room tax commission, annual reports to the DOR and representation of the hotel and lodging industry on the room tax commission. Johnsrud requested consideration of using existing room tax funds to pay debt service on the Community Center. The Community Center is used for activities which generate overnight stays at the hotel. The Committee of the Whole recommended that James Hammes review the use of room tax for the payment of Community Center debt service and report back to the Committee of the Whole.

Professional Services Agreement – MSA – Stormwater Improvements –Resort Drive

A Wollschlager/Semo motion carried unanimously to recommend to the Village Board to approve a MSA professional service agreement to provide professional oversight for stormwater improvements within the River Creek Centre subdivision – TID 3 in the amount of \$9,230.

Reconsideration - Schedule of Fees – Business Closing Permit – Operators License

An Albertz/Bieri motion carried 5-1 with Theder opposed to recommend reconsideration of Resolution 50-15 to the Village Board to amend Schedule of Fees to include a \$10.00 fee for a background check for granting an operator's license and a \$50.00 fee to permit a going out of business sale within the Village.

Reconsideration – Fire Station – Concrete

Johnsrud stated the Fire Chief found space to park the command vehicle in Station #1 so there is no need to add concrete along the north side of Fire Station # 2. The area in front of Fire Station # 2 between the sidewalk and the curb and gutter needs a concrete surface as well as a 85 feet section of curb and gutter in front of fire station #1.

A Semo/Wollschlager motion carried unanimously to recommend reconsideration of Resolution 46-15 to recommend amending to permit placement of concrete up to \$2,500 in front of Fire Station #2 and replacement of the curb and gutter in front of Fire Station #1. Staff is authorized to solicit bids in accordance with the Internal Control Policy. Bids greater than \$2,500 need further Village Board approval.

Reconsideration – Parking Lots – Sealcoating

Johnsrud recommended reconsideration of the Fahrner bid to sealcoat the parking lots. Fahrner bid did not meet specifications. Scott Construction bid was \$12,200

A Smith/Albertz motion carried unanimously to reconsider Resolution 43-15 to recommend that the Village Board disqualify the Fahrner bid and accept Scott Construction bid in the amount of \$12,200 to chip seal the parking lots.

Referral - Community Center – Concession Entrance Quotes

Johnsrud stated the concession entrance is needed to provide better maintenance of the building. Currently concession access is from an interior hallway. Bids were received from the following:

Guld Construction	\$8,730
Merlin L. Lange	\$9,066
MAAS Brothers Construction	\$10,541
Oliver Construction	\$11,357
J.H. Findorff Son Inc.	\$14,985

A Semo/Bieri motion carried 5-1 with Theder opposed to recommend to the Village Board to approve a bid in the amount of \$8,730 from Guld Construction for Community Center concession entrance.

COMMITTEE OF THE WHOLE

June 8, 2015

Facility Plan Study – 121 Depot Street

Albertz stated staff and department heads should brain storm any Village needs of the building at 121 Depot Street. Wollschlager asked “where is the Village going” and “what direction”. The Comprehensive Plan should be reviewed.

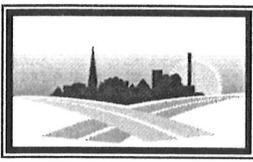
A Wollschlager/Theder motion carried to table a facility plan study.

Adjourn

A Semo/Bieri motion carried to adjourn at 6:32 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 Swisher, Trustees: Fred Albert, Randy Bieri, Tim Semo, Donald Smith, Dale Theder and Kelly Wollschlager. Also in attendance: Administrator Mark Johnsrud, Library Director Luci Bledsoe, Street Superintendent Lee Trumpf, Fire Chief Jim Wolf, Police Chief Gary Bleecker, Wastewater/Water Superintendent Aric Mindemann, Attorney James Hammes and Clerk-Treasurer Joan Dykstra.

Statement of Public Notice

This meeting was posted and noticed according to law.

Approve Finance Report

A Semo/Theder motion carried on a 7-0 roll call vote to approve claims totaling \$314,118.06.

Ambulance/Fire-EMS, Building Inspector, Police- *information only*

Department Reports

Police Chief Bleecker reported that graffiti had been discovered at Bell Park. A new rifle was ordered for the squad. The speed indicator was placed at West St. Two new part time officers have been hired and the speed grant is on its way.

Fire Chief Wolf said the EMS calls have been steady with two traumas in the last 24 hours. Two new medics have been hired. The department is preparing for the open house.

Street superintendent Trumpf stated they crackfilled Quiet Meadow subdivision, storm sewer repairs, mowing Village property and weed notices. Upcoming will be maintenance of the compost site and preparing the Community Center.

Library Director Luci Bledsoe said they had a good turnout at their community conversation event. The emphasis was on the community so the library can align to the community's suggestions. Bledsoe distributed notes from the evening. The summer library program is going on and the annual safety fair will be held August 13th which will include med flight.

Water/Wastewater operator Mindemann stated they just completed a three year lab audit with the WDNR and it went well. Currently we are checking manholes, exercising valves and locating curbside valves.

Approve Village Board Meeting Minutes of May 26th

A Smith/Wollschlager motion carried to approve the May 26th Village Board minutes.

Public Comment

Lloyd Schultz, PIO for the Fire/EMS was present and talked about certifying for the 100 and 700 NIMS. All elected and employees, of the Village have to certify for the two NIMS classes, which are on-line courses.

A couple emails were addressed one was concerning the baseball fields that were closed at Centennial Park. The fields were closed due to wet conditions.

Notices and Discussion

Junior Class Parents - Thank you for the donation to the Junior Post Prom event and a thank you note from Jim & Bonnie Ladish – from the Town of Aztalan, thanking the EMS for the excellent care they gave to them on March, 2014 and a save the date for Rock River Powersports, brat fry and demo rides on June 27th.

Administrator Report

Johnsrud provided the following updates:

1. Fire Department. At Fire Station # 2, the issue of soft water to the middle entrance hose bibs has been resolved. The plumbing contractor was able to sleeve the existing line under the pavement to provide service. Replacement door opener relays have also been ordered. A grant application has been sent in for a heart defibrillator to be placed at Village Hall. Any acceptance for the grant will need approval of the Village Board.
2. The Department of Public Works has completed painting on Milwaukee Street to remove parking next to the crosswalks and place the crosswalk on N. Watertown St at Lincoln S. Crack filling was completed in Quiet Meadows subdivision including Meadowview Lane and Whispering Way. President Swisher and Mark met with Kyle Hans of Thundercats to discuss possible contribution to dugouts in the Centennial Parks. Thundercats will consider further contribution and report back in July.
3. Economic Development. Johnsrud met with Nelson Williams from Briohn Corporation to discuss development on properties on Resort Drive. Reviewed the Precise Implementation Plan revisions for Kearns Motor Car Company development on Wright Road, Badgerland Financial site plan application will be forwarded to the Plan Commission upon submittal and reviewed all outstanding development agreements for compliance including Johnson Creek Dental, Johnson Creek Veterinary Care and Rock River Power Sports.
4. Johnsrud met with Johnson Block and Company to review the draft audit.
5. Water Utilities. Administrator met with Layne regarding the packer testing of Well #4 in Centennial Park. The Grell Lane lift station upgrades have been completed as has the SCADA software upgrades at the Wastewater treatment plant.

Committee/Commission Reports

The packet included minutes from the June 8th, 2015 Committee of the Whole meeting.

Reconsideration – Amended Resolution 43-15 Award Bid – Sealcoating Parking Lots – Scott Construction

A Semo/Bieri motion carried to reconsider amending Resolution 43-15 sealcoating the parking lots.

A Semo/Bieri motion carried to approve Resolution 43-15 awarding the bid to Scott Construction for sealcoating the Library parking lot \$2,800, Municipal Building Parking Lot \$3,800 and the Fire Station parking lot \$5,600.

Reconsideration – Amended Resolution 46-15 Concrete Driveway – Fire Station Number 2

A Wollschlager/Albertz motion carried on a 7-0 roll call vote to reconsider amending Resolution 46-15 placement of a concrete driveway at Fire Station Number 2.

A Semo/Bieri motion carried as amended on a 7-0 roll call vote to approve Resolution 46-15 placement of a Concrete Driveway at Fire Station Number 2 and for placement of concrete in the boulevard and curb and gutter replacement at Fire Station Number 1 and Fire Station Number 2 to award bid to CC works in the amount of \$3310.

Reconsideration – Amended Resolution 50-15 Schedule of Fees – Revised June 22, 2015

A Wollschlager/Theder motion carried to reconsider amending resolution 50-15 schedule of fees.

A Semo/Smith motion carried to approve amending Resolution 50-15 Schedule of Fees – Revised June 22, 2015 to include a \$10.00 yearly fee for a background check for granting an operator's license and a \$50.00 fee to permit a going out of business sale within the Village.

Resolution – Amended Resolution 52-15 Beer, Liquor and Combination Licenses

A Wollschlager/Semo motion carried to reconsider amending Resolution 52-15 Beer, Liquor and Combination to permit Midpoint Eatery and Sports Pub amend their premise description to include the outdoor patio.

After discussion a Semo/Wollschlager motion carried to amend the premise description for Midpoint to include the patio in the premise description at Midpoint subject to amending the application and submitting to the Village Clerk. It was recommended to discuss at the next Committee of the Whole meeting requiring enclosure of all liquor license establishments that have a patio or outside seating.

Resolution 62-15 Operators Licenses 2015-2016

A Semo/Wollschlager motion carried to approve Resolution 62-15 Operators License 2015-2016.

Resolution 63-15 Professional Services Agreement – River Creek Centre Storm Water Improvements - MSA

A Wollschlager/Bieri motion carried to approve Resolution 63-15 a professional services agreement with MSA for River Creek Centre subdivision storm water improvement.

Resolution 64-15 Award Bid Community Center – Concession Entrance - Guld Construction

A Wollschlager/Semo motion to approve Resolution 64-15 to the award bid for the Community Center concession entrance to Guld construction failed on a 3-4 vote with Albertz, Smith, Swisher and Theder opposed.

Ordinance 07-15 Create Section 11-2 (D) Board of Review – Hearing Procedure

A Semo/Wollschlager motion carried on a 7-0 roll call vote to adopt Ordinance 07-15 creating section 11-2 (D) Board of Review hearing procedure.

Discussion and Recommendation – Speed Survey – West Street

Chief Bleecker stated a resident had complained about the speeding traffic on West St. A speed box was placed by the Police Department from June 9th through June 13th and found the average speed was 24.13 with a top speed of 38. The Police Department will place the radar trailer on West Street and provide additional enforcement.

Discussion and Recommendation – 236/238 Union Street – Laundromat – Memo Village Attorney

A letter from Attorney James Hames stated that the Daniel Biwer property was under the title of Mr. Biwer's name individually and not jointly with his wife and in order to proceed with razing the property the order to raze the property must be served on the personal representative of Mr. Biwer's estate. However no probate proceeding has been initiated and therefore there is not a personal representative upon whom papers can be served. The problem is that these costs will have to be borne by the Village with expenses anticipated to be in the rage of \$10,000 or more. The structure is becoming a nuisance and could cost \$40,000 to \$60,000 to demolish the structure. In addition, it has been reported to the WDNR that the property may be contaminated from the use as a dry cleaner. Village Board recommended that staff contact the County Treasurer office and also Jeff Ackerman with the WDNR for any information they may have.

Discussion and Recommendation – Centennial Park – Parking Lot

Johnsrud indicated the Village has received complaints about the parking lot at Centennial Park. Asphalt millings of Hartwig Blvd. and N. Watertown were placed on the gravel surface. The millings are not uniform. DPW has explored the purchase of the rock bucket for the skid steer to attempt to remove the larger materials. The estimated cost of the bucket is \$1,600. Village Board discussed the playing fields and the parking lot at Centennial Park, thoughts were to review the park plan and create short term and long term park improvements for the entire park and get estimates and ideas how to improve the parking lot.

Discussion and Recommendation – Village Attorney Attendance – COW meetings

The question was if Attorney Hammes should be in attendance at all Committee of the Whole meetings as well as the regularly scheduled Village Board meeting. Currently the budget covers attendance at the regular Village Board meeting and not the COW. Board recommended that COW attendance should be on a meeting by meeting basis.

VILLAGE BOARD MEETING

June 22, 2015

Discussion and Recommendation – Internal Control Policy – Purchases

Hammes suggested that the Internal Control Policy for purchases greater than \$7,500 be re-written to tailor the policy on purchases to public works contracts, equipment and personal property. The Village Board directed staff to revise the policy and refer back to Committee of the Whole for consideration.

Discussion and Recommendation – Village Board Retreat

A Smith/Wollschlager motion to hold a Village Board Retreat passed on a 7-0 roll call vote. A date to be set by the Clerk based on board availability.

Upcoming meetings:

- a. Special Village Board Meeting: June 29th 5:30 p.m. – Public Hearing – Prohibit Parking on N. Watertown Street
- b. Plan Commission Meeting: July 13th at 5:00 p.m.
- c. Committee of the Whole Meeting: July 13th at 5:30 or immediately following Plan Commission

Next Village Board meeting: July 27th on July 20th 5:30 p.m.

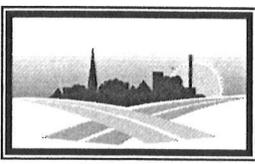
An Albertz/Wollschlager motion carried 6-1 with Semo opposed to change the next Village Board meeting to July 20th at 5:30 p.m.

Adjourn

A Smith/Wollschlager motion carried to adjourn at 8:18 p.m.

Joan Dykstra
Village Clerk - Treasurer

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President Swisher called the special Village Board meeting to order at 5:30 p.m.

In attendance: President John Swisher, Trustees: Fred Albert, Randy Bieri, Tim Semo, Donald Smith, and Kelly Wollschlager. Absent and excused: Dale Theder. Also in attendance: Administrator Mark Johnsrud, Fire Chief Jim Wolf, Police Chief Gary Bleecker, Attorney James Hammes and Deputy Clerk-Treasurer Lisa Trebatoski.

Statement of Public Notice

This meeting was posted and noticed according to law.

President John Swisher stated this is a public hearing only for parking on North Watertown Street and no other subjects will be discussed. He further stated to clearly state your name and address for the record, the board wants to hear from everyone, no decision would be made tonight and to be respectful for all who speak. President Swisher requested Chief Bleecker to speak on the safety issues of parking on N. Watertown Street.

Chief Bleecker stated parking on North Watertown Street has been a problem for a long time. There are issues with large trucks, people having to wait and crossing the center line. Chief Bleecker stated if you live on North Watertown Street parking is an issue because you may not have a place to park but there are also complaints from other people that use the road. He further stated the issue is about safety, not taking away parking and the Village has put stop signs in to get people to slow down.

Open Public Hearing

To propose to prohibit parking on the west side of North Watertown Street from a point beginning at the intersection with Milwaukee Street proceeding northerly to the intersection with Hartwig Boulevard.

A Wollschlager/Semo motion carried unanimously to open the public hearing at 5:30 p.m.

Marge Creedon, 148 N Watertown St, stated this would be a hardship as she has a physical disability and parking in the driveway on Lincoln Street has too steep of incline. She further stated since the stop signs were put in place she lost parking in front of her house and therefore is requesting a handicap parking spot. She stated that stop signs are pointless as people are not stopping. She has elderly parents and questioned where guests are going to park. She suggested making a one way going north for emergency vehicles.

Tom Schneider, 114 N Watertown St, Schneider Printing needs a parking spot or loading zone to conduct their business.

Kathy Proffitt, 216 N Watertown St, opposed to no parking. She stated it would decrease resale value of her home. She has a handicap son and mom who would no longer be able to park and enter the front of the house. Many families do not have extra parking and therefore no longer have family gatherings and churches and business have private parking. She stated the handful of people complaining do not have to use the street. She takes time and shares the road and this is not the only community with this issue and there are other routes for people to get around. She stated there is not a stacking of cars most of the time and mainly only when Schiller employees get off of work. Emergency vehicles would head north bound where there is no parking and by law other vehicles should give way to emergency ones. She stated people avoid going by the school. If another connecting street is needed, connect Maple St and leave neighborhood alone.

SPECIAL VILLAGE BOARD PUBLIC HEARING MEETING

June 29, 2015

Mark Lemminger Sr, 226 N Watertown St, stated he owns four properties on N. Watertown St and this would inconvenience 43 homeowners and lower home values. He further stated that if there is no parking people will fly down the street until they get to stop sign. He stated the road is narrow but not too narrow. He cited three different routes taking 1 min 26 seconds, 1 min 39 seconds and 2 minutes and 17 seconds longer. He agreed to connect Maple St as a long term solution.

Mark Lemminger Jr, owner of a duplex on N Watertown St, stated a solution is to connect Maple St and no parking would be difficult for homeowners to clear driveways in winter.

Adam Kirschner, 221 N Watertown St, opposed to no parking stated there would be no parking for when they have family visit, there are alternate routes, and a hassle to clear snow from driveways.

Nina Hanfler, 136 Lincoln St, ideally she would prefer no parking and is tired of being shoved into curb. She agreed they need to have parking for homeowners and a solution is to make a one way street.

Myron "Butch" Klug, 130 N Watertown St, stated he has lived here 40 years and it is not safe. He further stated that the street hasn't changed but the people living on the street have by parking boats and trailers, along with semis going down the street. He is open for any option but as the resolution states no parking, he supports, because it has to change.

Scott Morgan, 400 Abbey Ln, safety is a human need and major responsibility of government at all levels to help provide for citizens. The current traffic and parking pattern on N. Watertown St. is unsafe. He further stated the problem is compounded in winter with snow and ice and plowing making the width smaller. Parking of boats, campers and trailers also compounds the issue, which affects 3,000 motorists daily. It directly impedes the police and fire from safely using N. Watertown St. He stated while weaving oncoming traffic and avoiding parked vehicles he has to scan for pets, children and pedestrians. It forces people to crossover the double yellow line which is a violation. He stated he is sensitive to the residents but most have driveways or garages to park in. However, he is not sensitive to the oversized vehicles parked on the street because it is putting his safety at risk.

Todd Schneider, 114 N Watertown St, Schneider Printing, requested to allow for one parking space for delivering trucks and loading vehicle for the business.

Tisha Morgan, 400 Abbey Ln, stated besides the obvious safety hazard she would like to emphasize the fact that it is unlawful to cross the double lines and questioned why the police aren't writing tickets. More importantly, safety police, ems and fire trucks having to weave traffic, citing a recent incident in the village, of which the length of time could mean the difference between life and death.

Wendy Mares, 214 N Watertown St, had family park in church lot and was told to get out. She stated business don't want you to park in their lots and suggested building access to I94 on Hwy Y.

Clarence Hartwig, 312 N. Watertown St, was against no parking but after listening to people he sees the hardship it would cause residents on N. Watertown St. He stated most residents have about half acre behind their homes they could use for parking. He stated the suggestion of a one way street is the best solution.

Marge Creedon, 148 N. Watertown St, reiterated her statement about emergency vehicles would be in a hurry going north, not coming in (south) and cars have to pull aside and therefore it shouldn't be an issue.

SPECIAL VILLAGE BOARD PUBLIC HEARING MEETING
June 29, 2015

Tim Lasage, 129 Chapel Hill Dr, stated he is new to the area and with a licensed 16 year old driver it is a safety concern to allow her to break the law for traffic violation. The one way is a simple solution for a temporary fix.

Nina Hanfler, 136 Linoln St, spoke again stating when the new school is built, there won't be half the traffic.

Trustee Tim Semo stated most driving that way are driving elementary students to school and the traffic will still be there.

Close Public Hearing

A Semo/Albertz motion carried to close the public hearing at 6:06 p.m.

Adjourn

President John Swisher adjourned the meeting at 6:06 p.m.

Lisa Trebatoski
Deputy Clerk - Treasurer

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Scott Walker, Governor
Cathy Stepp, Secretary

South Central Region Headquarters
3911 Fish Hatchery Road
Fitchburg, Wisconsin 53711-5397
Telephone 608-275-3266
FAX 608-275-3338
TDD 608-275-3231

March 13, 2013

BRRTS # 02-28-560178

Daniel Biber
P.O. Box 185
Johnson Creek WI 53038

SUBJECT: Reported Contamination at: **Dans Wash Board located at 236 Union St in Johnson Creek WI**

Dear Mr. Biber:

On March 11, 2013 you notified the Wisconsin Department of Natural Resources that soil contamination had been detected at the site listed above. Based on the information submitted to the Wisconsin Department of Natural Resources (WDNR), we believe you are responsible for restoring the environment at the referenced site under Section 292, Wisconsin Stats., known as the hazardous substances spills law.

This letter describes your legal responsibilities, explains what you need to do to investigate and clean up the contamination, and provides you with information about cleanups, environmental consultants, possible financial assistance, and working cooperatively with the Departments of Natural Resources and Commerce.

Legal Responsibilities:

Your legal responsibilities are defined both in statute and in administrative codes. The hazardous substances spill law, Section 292.11 (3) Wisconsin Stats, states:

RESPONSIBILITY. A person who possesses or controls a hazardous substance which is discharged or who causes the discharge of a hazardous substance shall take the actions necessary to restore the environment to the extent practicable and minimize the harmful effects from the discharge to the air, lands, or waters of the state.

Wisconsin Administrative Code chapters NR 700 through NR 749 establish requirements for emergency and interim actions, public information, site investigations, design and operation of remedial action systems, and case closure. Chapter NR 708 includes provisions for immediate actions in response to limited contamination. Wisconsin Administrative Code chapter NR 140 establishes groundwater standards for contaminants that reach groundwater.

Steps to Take:

The longer contamination is left in the environment the farther it can spread and the more it may cost to clean up. Quick action may lessen damage to your property and neighboring properties and reduce your costs in investigating and cleaning up the contamination. To ensure that your cleanup complies with Wisconsin's laws and administrative codes, you should hire a professional environmental consultant who understands what needs to be done. These are the first three steps to take:

Within the next 30 days, you must submit written verification (such as a letter from the consultant) that you have hired an environmental consultant.

Within the next 60 days, your consultant must submit a workplan and schedule for the investigation. The



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Through Excellent Customer Service*



consultant must follow the DNR administrative codes and technical guidance documents.

Once an investigation has established the type and severity of contamination involved at your site, your consultant will be able to determine whether the Department of Commerce or the Department of Natural Resources has authority over the case. The decision will be reviewed by agency staff, and you will be notified by mail if the case is being transferred to Commerce. In general, cases involving petroleum products that have leaked from either above ground or underground storage systems will be reviewed by the Commerce, unless high risk criteria are involved.

Please inform the appropriate agency of what is being done at your site. If the site meets criteria for a "simple site", progress reports must be submitted semi-annually, beginning 6 months from the initial notification date. If the site meets criteria for a "complex site", a complete site investigation report and a draft remedial options report must be submitted within 30 days of completion. In addition, you or your consultant must provide a brief report at least every 90 days. Quarterly reports need only include one or two pages of text, plus any relevant maps and tables. Should conditions at your site warrant, we may require more frequent contacts.

If you want a formal response from the agency on a specific submittal, please be aware that a review fee is required in accordance with s. NR 749, Wis. Adm. Code. If a fee is not submitted with your reports, you should proceed under the advice of your consultant to complete the site investigation to maintain your compliance with the spills law and chs. NR 700 through NR 749. **Do not delay the investigation of your site by waiting for an agency response.** We have provided detailed technical guidance to environmental consultants. Your consultant is expected to know our technical procedures and administrative codes and should be able to answer your questions on meeting cleanup requirements."

Unless you are notified that your case has been transferred to Commerce, all correspondence regarding this site should be sent to:

Jeff Ackerman
Remediation and Redevelopment Program
Wisconsin Department of Natural Resources
3911 Fish Hatchery Road
Madison, WI 53711

Unless otherwise requested, please send only one copy of plans and reports. To speed processing, correspondence should reference the BRRTS and FID numbers (if assigned) shown at the top of this letter.

Site Investigation and Vapor Pathway Analysis

As you develop the site investigation workplan, we want to remind you to include an assessment of the vapor intrusion pathway. Chapter NR 716, Wisconsin Administrative Code outlines the requirements for investigation of contamination in the environment. Specifically, s. NR 716.11(3)(a) requires that the field investigation determine the "nature, degree and extent, both areal and vertical, of the hazardous substances or environmental pollution in all affected media". In addition, section NR 716.11(5) specifies that the field investigation include an evaluation of the "pathways for migration of the contamination, including drainage improvements, utility corridors, bedrock and permeable material or soil along which vapors, free product or contaminated water may flow".

You will need to include documentation with the Site Investigation Report that explains how the assessment was done. If the pathway is being ruled out, then the report needs to provide the appropriate justification for reaching this conclusion. If the pathway cannot be ruled out, then investigation and, if appropriate, remedial action must be taken to address the risk presented prior to submitting the site for closure. The DNR has developed guidance to help responsible parties and their consultants comply with the requirements described above. The guidance includes a detailed explanation of how to assess the vapor intrusion pathway and provides criteria which identify when an investigation is necessary. The guidance is available at: <http://dnr.wi.gov/org/aw/rr/archives/pubs/RR800.pdf>.

Additional Information for Site Owners

We encourage you to visit our website at <http://dnr.wi.gov/org/aw/rr>, where you can find information on selecting a consultant, financial assistance and understanding the cleanup process. You will also find information there about liability clarification letters, post-cleanup liability and more.

If you have questions, call the DNR Jeff Ackerman at 608 275-3323 for more information or visit the RR web site at the address above.

Thank you for your cooperation.

Sincerely,

Standy Stehemuller
(for)

Jeff Ackerman

Telephone: (608) 275-3323

Enclosures

Cc →File

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
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June 2, 2015

VIA E-MAIL

markj@johnsoncreekwi.org

Mark Johnsrud
Village of Johnson Creek
125 Depot Street
Johnson Creek, WI 53038-0238

Re: Daniel Biwer Property

Dear Mark:

I want to bring you up to date regarding the status of the Village efforts to raze the buildings located on the above referenced property.

As you know, this Matter has been ongoing for some time. After efforts to raze the building were initially undertaken, a bankruptcy proceeding was filed which precluded further action. Subsequent to the bankruptcy matter being resolved, Daneil Biwer, died.

The title to the Laundromat property was in Mr. Biwer's name individually, in other words, the property was not owned jointly by his spouse. Although we have communicated with Mrs. Biwer regarding this issue, she has ignored all of our efforts to try to resolve this matter.

The problem we now face is that because Mr. Biwer died, and because he owned the property individually and not jointly with his wife, in order to proceed with razing the property, the order to raze the property must be served on the personal representative of Mr. Biwer's estate. However, no probate proceeding has been initiated, and therefore there is not personal representative upon whom papers can be served.

The only alternative that the Village has, if it wishes to proceed with razing the property, is to initiate a proceeding in probate court seeking the appointment of a special administrator for the estate of Mr. Biwer. The Court would appoint a special administrator, and that individual would then be responsible for preservation of the property and would be the individual upon whom orders to raze the property could be served.

The problem, of course, is that these costs will have to be borne by the Village. I would anticipate that the expenses involved in a special administration, including compensation that might be due the special administrator, could be in the range of \$10,000 or more. Furthermore, while we might seek to recover these costs by placing a lien on the property as a part of the procedure for razing of the structure, there is no guarantee that these monies can be recovered by the Village.

The issue, then, is whether the Village Board wants our office to initiate a procedure to appoint a special administrator for the estate of Daniel Biwer, and to assume the costs associated with that type of proceeding. I understand that the structure is becoming a nuisance, but this is a decision that the Village Board needs to decide before we move forward.

Very truly yours,

s/ James W. Hammes

James W. Hammes

JWH:blr

Page 1 of 2

Wisconsin Department of Natural Resources
Environmental Cleanup & Brownfields Redevelopment

BRRTS on the Web

Click the Location Name below to view the Location Details page for this Activity. Other Activities, if present, may be viewed from that page.

[BOTW Home](#) > [Basic Search](#) >> [02-28-560178 Activity Details](#)

02-28-560178 DANS WASH BOARD						
OPEN ERP						
Location Name (Click Location Name to View Location Details)			County	WDNR Region		
DANS WASH BOARD			JEFFERSON	STH CNTRL		
Address			Municipality			
236 UNION ST			JOHNSON CREEK			
Public Land Survey System			Latitude	Google Maps	RR Sites Map	
NE 1/4 of the NE 1/4 of Sec 13, T07N, R14E			43.0788322	CLICK TO VIEW	CLICK TO VIEW	
Additional Location Description			Longitude	Facility ID	Size (Acres)	
NONE			-88.7765181	128006780	UNKNOWN	
Jurisdiction	PECFA No.	EPA Cerclis ID	Start Date	End Date	Last Action	
DNR RR			2013-03-11		2015-06-09	
Characteristics						
PECFA Tracked?	EPA NPL Site?	Eligible for PECFA Funds?	Above Ground Storage Tank?	Drycleaner?	Co-Contamination?	On GIS Registry?
No	No	No	No	No	No	No
Actions						
<i>Place Cursor Over Action Code to View Description</i>						
Date	Code	Name	Comment			
2013-03-11	1	Notification				
2013-03-13	2	RP Letter Sent				
2014-04-04	200	Push Action Taken				
2015-03-31	99	Miscellaneous	SITE MEETING			
2015-06-09	200	Push Action Taken				
Impacts						
Type			Comment			
Soil Contamination			-			
Substances						
Substance	Type		Amount Released	Units		
Perchloroethylene	VOC					
Who						
<i>Click name of Project Manager or File Contact to compose email</i>						
Role	Name/Address					
Project Manager	JEFF ACKERMAN 3911 FISH HATCHERY RD FITCHBURG, WI 53711					
Responsible Party	DANIEL BIWER PO BOX 185 JOHNSON CREEK, WI					
Quick Response Codes 						
<i>Scan the QR Code to transfer to your wireless device</i>						
This Page URL		Google Maps				

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No.	Influent Monthly Average Flow, MGD	Influent Monthly Average (C)BOD Concentration mg/L	Influent Monthly Average (C)BOD Loading, lbs/day
701			
January	0.1987	304	604
February	0.1983	344	569
March	0.2445	248	506
April	0.2990	224	559
May	0.3002	206	516
June	0.3472	240	693
July	0.2802	240	561
August	0.2406	285	571
September	0.2182	311	565
October	0.2330	295	574
November	0.2309	320	616
December	0.2616	304	504

2. Maximum Month Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	%	% of Design
Max Month Design Flow, MGD	.7	90	0.63
Design (C)BOD, lbs/day	970	100	.7
		90	873
		100	970

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

Month	Number of times flow was greater than 90% of design	Number of times flow was greater than 100% of design	(C)BOD was greater than 90% of design	(C)BOD was greater than 100% of design
January	1	0	0	0
February	1	0	0	0
March	1	0	0	0
April	1	0	0	0
May	1	0	0	0
June	1	0	0	0
July	1	0	0	0
August	1	0	0	0
September	1	0	0	0
October	1	0	0	0
November	1	0	0	0
December	1	0	0	0
Points per each Exceedances	2	1	3	2
Points	0	0	0	0
Total Number of Points	0	0	0	0

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes
- No

Enter last calibration date (MM/DD/YYYY)

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes
- No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- Yes
- No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

- Yes
- No

Septic Tanks

Holding Tanks

Grease Traps

- Yes
- No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

- Yes
- No

Septic Tanks

Holding Tanks

Grease Traps

gallons

gallons

gallons

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

During the times we received holding tank waste the plant performance was of lesser quality. However, there were no instances of coming close to permit compliant issues.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes
- No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Yes
 No
If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Yes
 No
If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results
1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No.	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
001	30	27	12	1	0	0
January	30	27	13	1	0	0
February	30	27	11	1	0	0
March	30	27	9	1	0	0
April	30	27	8	1	0	0
May	30	27	6	1	0	0
June	30	27	12	1	0	0
July	30	27	10	1	0	0
August	30	27	10	1	0	0
September	30	27	10	1	0	0
October	30	27	10	1	0	0
November	30	27	12	1	0	0
December	30	27	11	1	0	0

* Equals limit if limit is <= 10
Months of discharge/yr: 12
Points per each exceedance with 12 months of discharge: 7
Exceedances: 0
Points: 0
Total number of points: 0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0
1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration
2.1 Was the effluent flow meter calibrated in the last year?
 Yes No
Enter last calibration date (MM/DD/YYYY)
If No, please explain:
The effluent flow meter has failed and has not been replaced because it is not required in our permit. There will be a new flow meter installed as part of our plant upgrade.

3. Treatment Problems
3.1 What problems, if any, were experienced over the last year that threatened treatment?

4. Other Monitoring and Limits
4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?
 Yes No

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?
 Yes
 No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?
 Yes
 No
 N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No.	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
001	30	27	10	1	0	0
January	30	27	9	1	0	0
February	30	27	10	1	0	0
March	30	27	7	1	0	0
April	30	27	6	1	0	0
May	30	27	6	1	0	0
June	30	27	10	1	0	0
July	30	27	11	1	0	0
August	30	27	11	1	0	0
September	30	27	12	1	0	0
October	30	27	10	1	0	0
November	30	27	15	1	0	0
December	30	27				

* Equals limit if limit is <= 10

Months of Discharge/Yr

12

Points per each exceedance with 12 months of discharge:

7 3

Exceedances

0 0

Points

0 0

Total Number of Points

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.
 Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results
1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	.536666667	1	0
February	1	.344166667	1	0
March	1	.342083333	1	0
April	1	.298333333	1	0
May	1	.211428571	1	0
June	1	.194166667	1	0
July	1	.325	1	0
August	1	.411538462	1	0
September	1	.945	1	0
October	1	.817333333	1	0
November	1	.5275	1	0
December	1	.654285714	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.
Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Biosolids Quality and Management

1. Biosolids Use/Disposal
1.1 How did you use or dispose of your biosolids? (Check all that apply)
- Land applied under your permit
 - Publicly Distributed Exceptional Quality Biosolids
 - Hauled to another permitted facility
 - Landfilled
 - Incinerated
 - Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 005 - CLASS B SLUDGE

Parameter	80% of Limit	H.Q. Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality
Arsenic	41	75			<1											0
Cadmium	39	85			.82											0
Copper	1500	4300			180											0
Lead	300	840			10											0
Mercury	17	57			.16											0
Molybdenum	60	75			3.9										0	0
Nickel	336	420			8.9										0	0
Selenium	80	100			<2.5										0	0
Zinc	2800	7500			540										0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

● 0 (0 Points)

○ 1-2 (10 Points)

○ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

○ Yes

○ No (10 points)

● N/A - Did not exceed limits or no HQ limit applies (0 points)

○ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

● 0 (0 Points)

○ 1 (10 Points)

○ > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

○ Yes (20 Points)

● No (0 Points)

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
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3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?
Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):
4.1 Verify the following information. If any information is incorrect, Contact Us.

Outfall Number:	006
Biosolids Class:	B
Bacteria Type and Limit:	F
Sample Dates:	01/01/2014 - 12/31/2014
Density:	59
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	ALK
Process Description:	Aerobically digested sludge is transferred from our digester to the de-watering building where it is mixed with a lime slurry to create a single batch. A temperature and Ph sample is taken 2 hours after mixing and another is taken 22 hours after that. The results of the Ph samples are generally around 12.10-12.60. After the batch is tested and mixed for 24 hours it is dewatered through our plate and frame press where it will create roughly a 40% solids cake product. The cake is stored in our outfall 005 where it is then tested throughout the year at random locations and depths for fecal coliform, Vibrio/Helminth Ova, and Enteric Viruses and also again before land spreading.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application,
4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?
o Yes (40 Points)
o No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):
5.1 Verify the following information. If any of the information is incorrect, Contact Us.

Outfall Number:	006
Method Date:	12/31/2014
Option Used To Satisfy Requirement:	PHADJ
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

5.2 Was the limit exceeded or the process criteria not met at the time of land application?
o Yes (40 Points)
o No

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

If yes, what action was taken?

6. Biosolids Storage
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?
o >= 180 days (0 Points)
o 150 - 179 days (10 Points)
o 120 - 149 days (20 Points)
o 90 - 119 days (30 Points)
o < 90 days (40 Points)
o N/A (0 Points)

6.2 If you checked N/A above, explain why.

7. Issues

7.1 Describe any outstanding biosolids issues with treatment, use or overall management:
None.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: 6/10/2015 Reporting For: 2014

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain:</p> <p>In the beginning of 2014 our acting Superintendent took a job elsewhere and for the majority of the year the plant was staffed by only two personnel.</p> <p>Could use more help/staff for:</p>	
<p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain:</p> <p>The plant was properly maintained and in compliance with our permit. All test results and proper paperwork was recorded and filed away in their appropriate spots. There were issues with keeping up with daily plant logs and other minor things, due to being short staffed.</p>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <p><input type="radio"/> Yes (Continue with question 2)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain, then go to question 3:</p>	
<p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No (10 points)</p> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> Paper file system</p> <p><input type="radio"/> Computer system</p> <p><input type="radio"/> Both paper and computer system</p> <p><input type="radio"/> No (10 points)</p>	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M Manual that can be used as a reference when needed?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <p><input type="radio"/> Excellent</p> <p><input checked="" type="radio"/> Very good</p> <p><input type="radio"/> Good</p> <p><input type="radio"/> Fair</p> <p><input type="radio"/> Poor</p>	

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: 6/10/2015 Reporting For: 2014

Describe your rating:

The wastewater plant is in overall good condition mostly due to our excellent preventive maintenance program. However, due to the fact that our equipment is aging and some past there life expectancy, there are a lot of breakdowns throughout the course of the year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

● Yes (0 points)
○ No (20 points)

Name: Anneta Grillo

Certification No: 32334

2. Certification Requirements

2.1 In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?

Required:

2 - ABEGJ; A - PRIMARY SETTLING; B - TRICKLING FILTER/BCC; E - DISINFECTION; G - MECHANICAL SLUDGE; I - PHOSPHORUS REMOVAL; J - LABORATORY

Held:

4 - DA; 2 - BEGJ 4 D - Ponds/ Aerated Lagoons; A - Primary Settling; 2 B - Trickling Filters; E - Disinfection; G - Mechanical Sludge; I - Phosphorus Removal; J - Laboratory

2.2 Was the operator-in-charge certified at the appropriate level to operate this plant?

● Yes (0 points)
○ No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

One or more additional certified operators on staff
 An arrangement with another certified operator
 An arrangement with another community with a certified operator
 An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
 A consultant to serve as your certified operator
 None of the above (20 points)

If "None of the above" is selected, please explain:

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

Grades T, 1, and 2:
 ○ Averaging 6 or more CECS per year.
 ○ Averaging less than 6 CECS per year.
 Grades 3 and 4:
 ● Averaging 8 or more CECS per year.
 ○ Averaging less than 8 CECS per year.

Total Points Generated		0
Score (100 - Total Points Generated)		100
Section Grade		A

Compliance Maintenance Annual Report

Johnson Creek Wastewater Treatment Facility

Last Updated: Reporting For:
6/10/2015 2014

Financial Management

1. Provider of Financial Information

Name: Joan Dykstra

Telephone: (920) 699-2296

E-Mail Address (optional): _____ (XXX) XXX-XXXX

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system?

● Yes (0 points)
○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2013

● 0-2 years ago (0 points)
 ○ 3 or more years ago (20 points)
 ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)
 ○ No (40 points)

If N/A, please explain:

REPLACEMENT FUNDS (PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3)

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2014

● 1-2 years ago (0 points)
 ○ 3 or more years ago (20 points)
 ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$	<u>624,578.25</u>
\$	<u>0.00</u>

3.2.2 Adjusted January 1st Beginning Balance

\$	<u>624,578.25</u>
----	-------------------

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

\$	<u>2,314.27</u>
----	-----------------

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

\$	<u>489.58</u>
----	---------------

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$	<u>626,402.94</u>
----	-------------------

Sanitary Sewer Collection Systems

1. CMOM Program
 1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?
 Yes
 No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?
 Yes (Continue with question 1)
 No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.
 Goals
 Describe the specific goals you have for your collection system:
 The Village is continuously monitoring, cleaning and televising the collection system on a yearly basis and looks to address issues both short and long term.

Organization
 Do you have the following written organizational elements (check only those that apply)?
 Ownership and governing body description
 Organizational chart
 Personnel and position descriptions
 Internal communication procedures
 Public information and education program
 Legal Authority
 Do you have the legal authority for the following (check only those that apply)?
 Sewer use ordinance Last Revised Date (MM/DD/YYYY) 04/25/2004
 Pretreatment/industrial control Programs
 Fat, oil and grease control
 Illicit discharges (Commercial, industrial)
 Private property clear water (sump pumps, roof or foundation drains, etc.)
 Private lateral inspections/repairs
 Service and management agreements
 Maintenance Activities (provide details in question 2)
 Design and Performance Provisions
 How do you ensure that your sewer system is designed and constructed properly?
 State plumbing code
 DNR NR 110 standards
 Local municipal code requirements
 Construction, inspection, and testing
 Others:
 Appointed engineer at Administrator's request.

Overflow Emergency Response Plan:
 Does your emergency response capability include (check only those that apply)?
 Alarm system and routine testing
 Emergency equipment
 Emergency procedures
 Communications/notifications (DNR, internal, public, media, etc.)
 Capacity Assurance:
 How well do you know your sewer system? Do you have the following?
 Current and up-to-date sewer map

Sanitary Sewer Collection Systems

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.
 There was a purchase of a new metal detector for \$489.58

3.3 What amount should be in your Replacement Fund? \$ 0.01
 Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?
 Yes
 No
 If No, please explain.
 Yes, but we are no longer required to have an equipment replacement fund.

4. Future Planning
 4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?
 Yes - If Yes, please provide major project information, if not already listed below.
 No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	WWTP phase II upgrade to include additional primary clarifier, biological treatment method upgrade, additional secondary clarifier, aerobic digester modifications, new screening equipment, tertiary treatment and/or land/river restoration, high strength waste receiving station, and other items not yet identified.	2250000	2015
2	WWTP phase II	2250000	2016

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

2014 Sewer System Maintenance Annual Report

Last Updated: Reporting For:
6/10/2015 2014

Johnson Creek Wastewater Treatment Facility

- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals
- Within your sewer system have you identified the following?
 - Areas with flat sewers
 - Areas with surcharging
 - Areas with bottlenecks or constrictions
 - Areas with chronic basement backups or SSOS
 - Areas with excess debris, solids, or grease accumulation
 - Areas with heavy root growth
 - Areas with excessive infiltration/inflow (I/I)
 - Sewers with severe defects that affect flow capacity
 - Sewers with severe defects that affect flow capacity
 - Adequacy of capacity for new connections
 - Lift station capacity and/or pumping problems
 - Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
 - Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Sewer Evaluation Report
 - Lift Station Evaluation Report
 - Others:

Through the year 2015 there will be money budgeted to perform some of the studies listed above.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	0	% of system/year
Root removal	100	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	25	% of system/year
Sewer line televising	25	% of system/year
Manhole inspections	10	# per L.S./year
Lift station O&M	0	% of manholes rehabbed
Manhole rehabilitation	1	% of sewer lines rehabbed
Mainline rehabilitation	0	% of system/year
Private sewer inspections	0	% of private services removal
Private sewer I/I removal	0	% of private services removal

Please include additional comments about your sanitary sewer collection system below:

2014 Compliance Maintenance Annual Report

Last Updated: Reporting For:
6/10/2015 2014

Johnson Creek Wastewater Treatment Facility

3. Performance Indicators
3.1 Provide the following collection system and flow information for the past year:
3.1.1 Total actual amount of precipitation last year in inches

32.06	Total actual amount of precipitation (for your location)
34.4	Annual average precipitation
19.5	Miles of sanitary sewer
10	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
0.2543	Average daily flow in MGD (if available)
0.3472	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

	Lift station failures (failures/year)
	Sewer pipe failures (pipe failures/sewer mile/yr)
	Sanitary sewer overflows (number/sewer mile/yr)
	Basement backups (number/sewer mile)
	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OERFLOWS REPORTED **	Location	Cause	Estimated Volume (MG)
Date	None reported		

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)
5.1 Was infiltration/inflow (I/I) significant in your community last year?

- No
- Yes

If Yes, please describe:

There are bottlenecks and aging pipes that are in need of replacement.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

Yes, during high rain events. Causes plant to perform of lesser quality.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None out of the normal.

Village of Johnson Creek

Task Order Update for MSA Professional Services, Inc.

July 1, 2015

Existing Task Orders:	Estimated Fee:	Fee to date:
05114006 – Village of Johnson Creek Sanitary System Study	\$29,500.00	\$ 1,660.50
05114007 – Village of Johnson Creek Water System Study	\$15,500.00	\$ 2,330.50
05114018 – Village of Johnson Creek Radium Treatment	\$ 3,500.00	\$ 2,459.75
05114020 - Johnson Creek Well Site Investigation	\$29,300.00	\$21,761.17
05114027 – Village of Johnson Creek Wright Road SW Improvements	\$ 8,330.00	\$ 2,774.23
05114028 – Village of Johnson Creek River Centre SW Improvements	\$ 9,230.00	\$ 0.00

Pending/Future Task Orders:	Estimated Fee:
Bell Park Master Plan Update	TBD
Centennial Park Master Plan Update	TBD
Centennial Park Parking Lot Construction	TBD
Treatment Plant Facility Plan Study	TBD

RESOLUTION 11-15

PROFESSIONAL SERVICES AGREEMENT
SANITARY SYSTEM STUDY – MSA

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

WHEREAS, MSA has recommended completion of a sanitary system study to determine current capacity in relation to future needs, and

WHEREAS, a sanitary system study is a necessary part of completion of a facility plan for compliance within the WPDES permit and to manage future growth, and

WHEREAS, MSA has provided a professional services agreement to provide a sanitary system study to be completed by July 30, 2015, and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Johnson Creek approve the professional services agreement with MSA to provide technical support and maintenance of the software and data within the GIS application of Village infrastructure in an amount not to exceed \$29,500, and

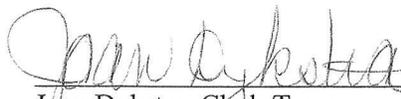
BE IT FURTHER RESOLVED, that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 23rd day of February, 2015.



Greg Schopp, Village President

ATTEST:



Joan Dykstra, Clerk-Treasurer



PROFESSIONAL SERVICES
More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today January 30, 2015 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek- Sanitary System Study

The scope of the work authorized is: See attached Section A2 – Basic Services of Engineer.

The services will be performed at the MSA 2014/2015 contract rates.

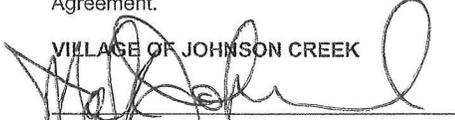
The services were requested by Mark Johnsrud.

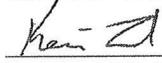
The schedule to perform the work is: Approx. Start Date: February 2015
 Approx. Completion Date: July 2015

The estimated fee for the work is: Time and Expense Basis Not to Exceed \$29,500.00

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

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

VILLAGE OF JOHNSON CREEK

Mark Johnsrud
Village Administrator
Date: 2-23-15

MSA PROFESSIONAL SERVICES, INC.

Kevin Lord, PE, PLS
Consulting Village Engineer
Date: 1-30-15

Clerk Name: _____
Date: _____

125 Depot Street, PO Box 238
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

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

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

MSA proposes to render Professional Engineering services to study the Village's sanitary sewer system. The purpose for the study is to evaluate the system's ability to serve the existing and future development. MSA has been working with the Village's staff and understands there are deficiencies and capacity limitations in the existing system. In order assist the Village to make decisions on sewer system improvements, the entire sanitary sewer system will be evaluated. The study will identify existing system deficiencies and capacity limitations, and identify a path to correct deficiencies and support additional growth in the collection system. The study will provide a foundation for the Capacity, Management, Operation, and Maintenance CMOM Report, which is required to be completed by the Village prior to August 1, 2016. The study also includes a wastewater flow and loading analysis, which is the first step in the Wastewater Facility Planning process.

A.2.2. Sanitary Sewer System Study Engineering Report

1. The scope of the study will include the following:
 - A. 20 Year Wastewater Flow and Loading Analysis
 - Review historic wastewater flows and loadings from 2012, 2013, and 2014
 - Review Wisconsin Department of Administration and local Regional Planning (if available) population projections to develop numerical wastewater flow and loading projections for the year 2034
 - Based on growth planning documents from the Village, identify potential growth areas in the collection system and estimate future wastewater flow projections from these areas.
 - Review wastewater flow and potable water use data to evaluate Inflow and Infiltration and compare to U.S. EPA guidelines
 - The data evaluation will be used to evaluate capacities of existing sewer mains, and of the Main and Grell Lane Lift Stations. The flow and loading projections will be used as the basis for future wastewater treatment improvement evaluations
 - B. Inventory Existing Collection System
 - Review the existing GIS sanitary sewer system map to identify areas that need more data collection in the field
 - Field inspect existing manholes in areas with known capacity shortages to measure depth of pipe inverts (assume one day of field work)
 - Model portions of the system collection with known capacity shortages and calculate the capacity of each pipe segment
 - Review existing sewer televising reports and evaluate condition and capacity of these areas
 - Provide a written summary of existing collection system conditions identifying deficiencies and capacity shortages in a tabular format
 - C. Lift Station Evaluations
 - Grell Lane – Pat Morrow
 - Perform pump station drawdown to document pump capacity
 - Evaluate the historic pump runtime data under peak flow (wet weather) conditions
 - Model forcemain and pump station hydraulics

- Review the impact of the radium backwash to the sewers between Well #3 and the Grell Lane lift station
 - Determine the pumping upgrades needed (if any) to accommodate the additional flows
 - If necessary, install area velocity flow meter upstream of Grell Lane Station for verification of flows (cost of flow metering not included in this scope of work)
 - Main Lift Station
 - Evaluate the flows currently coming to the Main Lift station
 - Evaluate the historic pump runtime data under peak flow (wet weather) condition
 - Model the station forcemain and pump station hydraulics
 - Review the impact of the new Grell Lane pumping rate on the Main Lift station
 - Determine the pumping upgrades needed (if any) to accommodate the additional flows
 - If necessary, install area velocity flow meter upstream of Main Lane Station for verification of flows (cost of flow metering not included in this scope of work)
 - Remaining Seven Lift Stations
 - Inventory the existing equipment (size, age, pump make & model, etc.)
 - Evaluate historic pump runtime data under peak flow (wet weather) conditions
 - Determine the pumping upgrades needed (if any) to the stations
 - D. Report Preparation
 - Prepare Sanitary Sewer Condition and Capacity Evaluation Report including the following information:
 - Summarize existing system sewer description
 - Documentation of existing and projected wastewater flows and loadings
 - Documentation of existing deficiencies based on field inspections of manholes, lift stations, sewer system televising, and modeling efforts.
 - Provide recommendations for additional field inspection of manholes and sewer televising
 - Evaluation of improvement alternatives
 - Recommendations and prioritization of proposed sewer improvements
 - Preparation of cost estimates for proposed improvements
 - Review of funding alternatives, including TID allocation
 - Implementation Plan
 - Provide a draft copy of report to owner for review and comment
 - Prepare 4 copies of the report to the Owner, and present findings to the Village Improvements and Services Committee
2. The Owner shall provide the following information:
- A. Copies of any reports, maintenance evaluations, or other determinations performed to date.
 - B. Historic and current pump runtime information.
 - C. Access to any and all relevant structures and equipment as necessary to complete the evaluation.
3. Services Not Included
- A. Televising of sewer mains
 - B. Preparation of plans or specifications for sanitary sewer extensions, lift station improvements, or treatment plant upgrades
 - C. Determination of proposed routes of future sanitary sewer mains
 - D. Determination of future lift stations
 - E. Cost estimates will not be provided as exact routes, and exact lengths will not be determined
4. Schedule
- A. Work will begin November 1, 2014, and will be complete six months after initiation
5. Fee
- A. Estimated Fee = \$29,500

RESOLUTION 10-15

PROFESSIONAL SERVICES AGREEMENT
WATER SYSTEM STUDY – MSA

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

WHEREAS, a comprehensive water system study is needed to determine the system’s ability to serve the existing and future development, and

WHEREAS, MSA will review historic water data, estimate future usage, model existing water system for capacity and storage, and well capacity and prepare water supply, distribution and storage evaluation report, and

WHEREAS, MSA has provided a professional services agreement to provide a sanitary system study to be completed by July 30, 2015, and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Johnson Creek approve the professional services agreement with MSA to provide a Water System Study in an amount not to exceed \$15,500, and

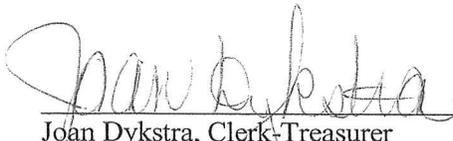
BE IT FURTHER RESOLVED, that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 23rd day of February, 2015.



Greg Schopp, Village President

ATTEST:



Joan Dykstra, Clerk-Treasurer



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today January 30, 2015 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek- Water System Study

The scope of the work authorized is: See attached Section A2 – Basic Services of Engineer.

The services will be performed at the MSA 2014/2015 contract rates.

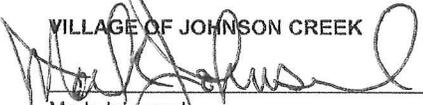
The services were requested by Mark Johnsrud.

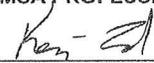
The schedule to perform the work is: Approx. Start Date: February 2015
Approx. Completion Date: July 2015

The estimated fee for the work is: Time and Expense Basis Not to Exceed \$15,500.00

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

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

VILLAGE OF JOHNSON CREEK

Mark Johnsrud
Village Administrator
Date: 2-23-15

MSA PROFESSIONAL SERVICES, INC.

Kevin Lord, PE, PLS
Consulting Village Engineer
Date: 1-30-15

Clerk Name: _____
Date: _____

125 Depot Street, PO Box 238
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

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

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

MSA proposes to render Professional Engineering services in review of the Village's existing water system. The need for a Comprehensive Water System Study was initiated in response to existing developments within the Village of Johnson Creek and the continued outlook to expand the Village. The purpose for the study is to determine the system's ability to serve the existing and future development. In the process of completing the study, MSA will identify existing system capabilities for supporting additional growth within the Village.

A.2.2. Comprehensive Water System Study -- Scope of Services

1. The Basic scope of the report is as follows:
 - a. Project Administration
 - i. Meet with Owner's representative to gather necessary background information for completion of project.
 - ii. Tour existing facilities
 - b. Review existing and proposed future population and water demands
 - i. Review DOC population data and projections
 - ii. Review historic water demand data
 - iii. Review historic average and maximum daily, monthly and annual pumpage
 - iv. Estimate projected future average and maximum daily demands
 - c. Water modeling
 - i. Prepare a computer model of the existing water distribution and storage system for analysis of the following:
 1. Existing static pressures throughout distribution system.
 2. Existing fire flow capabilities throughout distribution system.
 - ii. Analyze the existing water distribution system model and prepare recommendations for improvements.
 - iii. Utilize computer model to evaluate proposed improvements to water distribution and storage system for the following:
 1. Proposed modifications for fire flow capabilities throughout the distribution system.
 2. Limitations of existing elevated reservoir for providing minimum flows/pressures for future development
 - d. Water Storage Analysis
 - i. Review existing storage capacity for:
 1. Existing and future water demands.
 2. Existing and future fire flow demands
 - e. Water Supply Analysis
 - i. Review firm well capacity of system for the following scenarios:
 1. Average daily water use in no more than a 12-hour period with largest well out of service.
 2. Maximum daily water use in no more than a 16-hour period with largest well out of service.
 - f. Water Distribution System
 - i. Examine existing water distribution system with respect to size, location and approximate age of system components.
 - ii. Make recommendations for improvements as determined by water modeling analysis.

- g. Report Preparation
 - i. Prepare Water Supply, Distribution and Storage Evaluation report including the following information:
 - 1. Existing System Description
 - 2. Documentation of Historic Water Use
 - 3. Documentation of Fire Flow capabilities
 - 4. Evaluation of existing facilities and level of service
 - 5. Documentation of system deficiencies
 - 6. Review of overall water quality
 - 7. Projection of future conditions
 - 8. Evaluation of improvement alternatives
 - 9. Recommendations and prioritization of proposed improvements
 - 10. Preparation of cost estimates for proposed improvements
 - 11. Review of funding alternatives, including TID allocation
 - 12. Implementation plan
 - ii. Provide a draft copy of report to owner for review and comment.
 - iii. Prepare a minimum of 10 copies of report for owner, and present findings to Owner.

- 2. In completion of this scope of services, the following ASSUMPTIONS have been made:
 - a. MSA will utilize the GIS information completed to prepare an AutoCAD or similar drawing of the water system.
 - b. No hydrant flow testing shall be required to calibrate the water model
 - c. Owner shall provide access to any and all relevant structures and equipment as necessary to complete evaluation.

- 3. The Owner shall provide the following information:
 - a. Copies of any reports, maintenance evaluations, or other determinations performed to date;
 - b. Existing well and well pump information, if available, including well depth, water bearing aquifer, geology and pump curves for each well;
 - c. Current yields of each well
 - d. Most recent Department of Natural Resources Sanitary Survey
 - e. Historic Water quality data, including:
 - i. Water quality analysis records and reports for the most current complete data year;
 - ii. Types and amounts of chemical usages for each well
 - f. Historic Water Use data, including:
 - i. Well pumping records (daily) for the past five years
 - ii. Water utility billing records for most complete data year
 - g. Fire flow testing data throughout the distribution system.
 - h. Operational control settings, reservoir water elevation settings and usages
 - i. Ten largest water consumers in the city (by records of use)

- 4. Services not included:
 - a. Preparation of plans or specifications for water main extensions, well construction, or reservoir construction.
 - b. Determination of proposed routes of future water mains.
 - c. Determination of proposed location of future reservoirs.
 - d. Determination of proposed location of future wells.
 - e. Cost estimates will not be provided as exact routes, and exact lengths will not be determined.

Estimated Fee = \$15,500

RESOLUTION 96-13

PROFESSIONAL SERVICES AGREEMENT
WATER UTILITY – MSA

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

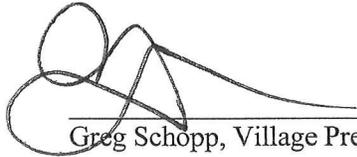
WHEREAS, Well # 3 requires a review of the filter system and backwash detention tank, and

WHEREAS, MSA has provided a professional services agreement to perform a design review and operation of the existing filter backwash detention tank at Well # 3 in the amount of \$3,500, and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Johnson Creek approve a professional services agreement with MSA to complete a design review and operation of the existing filter backwash detention tank in an amount not to exceed \$3,500, and

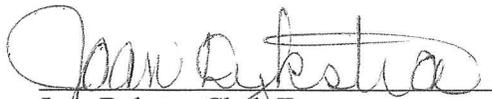
BE IT FURTHER RESOLVED, that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 28th day of October, 2013.



Greg Schopp, Village President

ATTEST:



Joan Dykstra, Clerk-Treasurer

RESOLUTION 38-14

**PROFESSIONAL SERVICES AGREEMENT
WELL SITING – MSA**

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Village Board of Trustees this 19th Day of May, 2014.



Greg Schopp, Village President

ATTEST:



Joan Dykstra, Clerk-Treasurer

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

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

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

A.2.2. Well Site Investigation and Engineering Report

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

Estimated Fee = \$13,500

A.2.3. Test Well Bidding and Construction

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

- Review bids and prepare bid tabulation.
 - Prepare letter of recommendation and Notice of Award
 - Prepare and administer construction contracts.
 - Attend and conduct pre-construction meeting/prepare meeting minutes and distribute.
 - Stake test well location
 - Construction observation for test well construction based on the following assumptions:
 - 18 hours on-site over 4 site visits
 - 14 additional hours of correspondence with the Contractor
 - Review and process Contractor pay applications (2 assumed)
 - Review and process project change order (1 assumed)
 - Review test pumping results and conference call with Village to review.
 - Project closeout documents.
 - Reimbursables (mileage, copies, fax, postage, UPS, submittal fees)
- Estimated Fee = \$15,800**

A.2.4 Owner's Responsibilities

The OWNER will:

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

A.2.5 Anticipated Time Duration

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

A.2.6 Additional Services

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

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

PROCESS FOR THE CONSTRUCTION OF A NEW MUNICIPAL WELL

PHASE I (Approximate Duration – 3 to 6 months)

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

PHASE II (Approximate Duration – 3 to 6 months)

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

PHASE III (Approximate Duration – 18 to 24 months)

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



PHASE III (continued)

Obtain DNR approval for well, wellhouse, and related facilities

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

Advertise for bids, bid opening

Bid evaluation

Award bids

Construct final well, conduct test pumping

Construct wellhouse and related facilities

Obtain DNR approval of wellhead protection plan

Well start-up



RESOLUTION 49-15

PROFESSIONAL SERVICES AGREEMENT
WRIGHT ROAD GRADING PLAN
MSA

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

WHEREAS, MSA has prepared a grading plan for the Johnson Creek Wright Road subdivision, and

WHEREAS, the grading plan includes the drainage of Lot 7 to Lot 9 to the south on Lot 10 and Lot 11 at an estimated cost of \$75,000, and

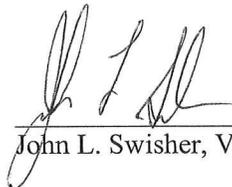
NOW THEREFORE BE IT RESOLVED, that the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek approve a scope of service by MSA in the amount of \$8,330 to complete a bid and specification package and provide oversight to the completion of the project, and

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

PASSED AND ADOPTED by the Village Board of Trustees this 26th day of May 2015.

ATTEST:


Joan Dykstra, Clerk - Treasurer


John L. Swisher, Village President



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today May 26, 2015 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek- Wright Road Storm Water Plan Bidding and Construction

The scope of the work authorized is: See attached Section A2 – Basic Services of Engineer.

The services will be performed at the MSA 2015/2016 contract rates.

The services were requested by Mark Johnsrud.

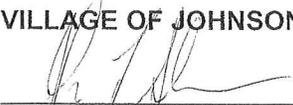
The schedule to perform the work is: Start Date: May 2015
Completion Date: October 2015

The estimated fee for the work is: \$8,330, Time and Expense Basis

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

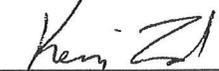
Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

VILLAGE OF JOHNSON CREEK



John Swisher
Village President
Date: 5/26/15

MSA PROFESSIONAL SERVICES, INC.



Kevin Lord, PE, PLS
Consulting Village Engineer
Date: 5-19-15

Clerk Name: Joan Dykstra
Date: 5/26/15

125 Depot Street, PO Box 238
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

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

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

The Village of Johnson Creek desires to Bid and Construct the storm water improvements for the Wright Road Subdivision. Plans have been completed with the required improvements to deal with development within all the lots excepting the northerly three lots. These lots will be looked at when developed due to existing elevations and drainage patterns. The Village is requesting to bid the project and construct within 2015 upon review of the bids.

A.2.2. Wright Road Grading Plan

1. The scope of the work will include the following: (The Village will pay for the permit fees)
 - Prepare specifications to include with the construction plans. (\$1,200)
 - Prepare advertisement for Bid and submit to paper for advertisement. (\$180)
 - Post project online using Quest services for bidding. (\$600)
 - Submit Notice of Intent to DNR for permitting. (\$900)
 - Answer questions during bidding. (\$360)
 - Receive bids online, review bids, and recommend award to the Village. (\$360)
 - Attend meeting for recommendation for award. (\$270)
 - Contract project with Contractor. (\$600)
 - Preconstruction meeting at the Village. (\$360)
 - Staking of storm water improvements. (\$800)
 - Construction inspection. Estimating 6 trips for 30 hours. (\$2,700)
2. Schedule
 - A. Work will begin upon approval of the Village Board estimated for May 2015 and the project is intended to be completed by October 2015.

• May 26, 2015	Approval of Board to seek bids for project
• June 11, 2015	First advertisement of the project
• June 18, 2015	Second advertisement of the project
• June 26, 2015	Open bids for the project
• July 13, 2015	Committee of the Whole recommends project
• July 27, 2015	Village Board approves project
• August 17, 2015	Estimated start of construction
• October 9, 2015	Estimated completion of construction
3. Fee
 - A. Estimated Fee = \$8,330

RESOLUTION 49-15

PROFESSIONAL SERVICES AGREEMENT
WRIGHT ROAD GRADING PLAN
MSA

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

WHEREAS, MSA has prepared a grading plan for the Johnson Creek Wright Road subdivision, and

WHEREAS, the grading plan includes the drainage of Lot 7 to Lot 9 to the south on Lot 10 and Lot 11 at an estimated cost of \$75,000, and

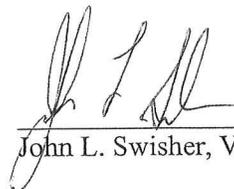
NOW THEREFORE BE IT RESOLVED, that the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek approve a scope of service by MSA in the amount of \$8,330 to complete a bid and specification package and provide oversight to the completion of the project, and

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

PASSED AND ADOPTED by the Village Board of Trustees this 26th day of May 2015.

ATTEST:


Joan Dykstra, Clerk - Treasurer


John L. Swisher, Village President



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today May 26, 2015 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek- Wright Road Storm Water Plan Bidding and Construction

The scope of the work authorized is: See attached Section A2 – Basic Services of Engineer.

The services will be performed at the MSA 2015/2016 contract rates.

The services were requested by Mark Johnsrud.

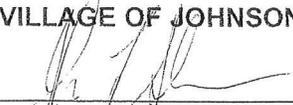
The schedule to perform the work is: Start Date: May 2015
Completion Date: October 2015

The estimated fee for the work is: \$8,330, Time and Expense Basis

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

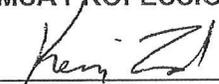
Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

VILLAGE OF JOHNSON CREEK



John Swisher
Village President
Date: 5/26/15

MSA PROFESSIONAL SERVICES, INC.



Kevin Lord, PE, PLS
Consulting Village Engineer
Date: 5-19-15

Clerk Name: Joan Dykstra
Date: 5/26/15

125 Depot Street, PO Box 238
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

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

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

The Village of Johnson Creek desires to Bid and Construct the storm water improvements for the Wright Road Subdivision. Plans have been completed with the required improvements to deal with development within all the lots excepting the northerly three lots. These lots will be looked at when developed due to existing elevations and drainage patterns. The Village is requesting to bid the project and construct within 2015 upon review of the bids.

A.2.2. Wright Road Grading Plan

1. The scope of the work will include the following: (The Village will pay for the permit fees)
 - Prepare specifications to include with the construction plans. (\$1,200)
 - Prepare advertisement for Bid and submit to paper for advertisement. (\$180)
 - Post project online using Quest services for bidding. (\$600)
 - Submit Notice of Intent to DNR for permitting. (\$900)
 - Answer questions during bidding. (\$360)
 - Receive bids online, review bids, and recommend award to the Village. (\$360)
 - Attend meeting for recommendation for award. (\$270)
 - Contract project with Contractor. (\$600)
 - Preconstruction meeting at the Village. (\$360)
 - Staking of storm water improvements. (\$800)
 - Construction inspection. Estimating 6 trips for 30 hours. (\$2,700)

2. Schedule
 - A. Work will begin upon approval of the Village Board estimated for May 2015 and the project is intended to be completed by October 2015.
 - May 26, 2015 Approval of Board to seek bids for project
 - June 11, 2015 First advertisement of the project
 - June 18, 2015 Second advertisement of the project
 - June 26, 2015 Open bids for the project
 - July 13, 2015 Committee of the Whole recommends project
 - July 27, 2015 Village Board approves project
 - August 17, 2015 Estimated start of construction
 - October 9, 2015 Estimated completion of construction

3. Fee
 - A. Estimated Fee = \$8,330

RESOLUTION 63-15

**PROFESSIONAL SERVICES AGREEMENT
RIVER CREEK CENTRE STORM WATER IMPROVEMENTS
MSA**

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

WHEREAS, MSA has reviewed the grading and stormwater plan for the River Creek Centre subdivision, and

WHEREAS, a Chapter 30 permit was issued and completed in compliance with DNR stormwater regulations in 2002, and

WHEREAS, DNR stormwater regulations have changed which requires revisions to the stormwater ponds in the River Creek Centre subdivision, and

NOW THEREFORE BE IT RESOLVED, that the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek approve a professional service agreement with MSA in the amount of \$9,230 to complete a bid and specification package and provide oversight to the completion of the project, and

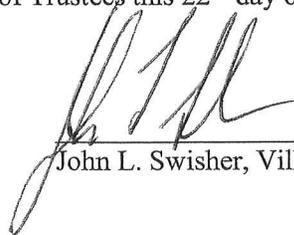
BE IT FURTHER RESOLVED that the Village Clerk-Treasurer and Administrator are authorized to effectuate such transaction.

PASSED AND ADOPTED by the Village Board of Trustees this 22nd day of June 2015.

ATTEST:



 Joan Dykstra, Clerk - Treasurer



 John L. Swisher, Village President



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today June 22, 2015 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek- River Creek Centre Stormwater Improvements

The scope of the work authorized is: See attached Section A2 – Basic Services of Engineer.

The services will be performed at the MSA 2015/2016 contract rates.

The services were requested by Mark Johnsrud.

The schedule to perform the work is: Start Date: June 2015
Completion Date: TBD

The estimated fee for the work is: \$9,230, Time and Expense Basis

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

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

VILLAGE OF JOHNSON CREEK

John Swisher
Village President
Date: 6/22/2013

MSA PROFESSIONAL SERVICES, INC.

Kevin Lord, PE, PLS
Consulting Village Engineer
Date: 6-4-15

Clerk Name: Joan Dykstra
Date: 6/22/2013

125 Depot Street, PO Box 238
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

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

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

The Village of Johnson Creek desires to Bid and Construct the stormwater improvements for the westerly three ponds within River Creek Centre Subdivision. Plans have been completed with the required improvements to deal with development for the western portion of the subdivision. The improvements consist of modifying the outfalls of the three ponds and increasing the capacity of one of the ponds to meet current DNR standards. Improvements to the easterly two ponds may be necessary when development occurs. The Village is requesting to bid the project and construct either late in 2015 or 2016.

A.2.2. River Creek Centre Stormwater Improvements

1. The scope of the work will include the following: (The Village will pay for the permit fees)
 - Prepare specifications to include with the construction plans. (\$1,600)
 - Prepare advertisement for Bid and submit to paper for advertisement. (\$180)
 - Post project online using Quest services for bidding. (\$600)
 - Submit Notice of Intent and calculations to DNR for permitting. (\$1,400)
 - Answer questions during bidding. (\$360)
 - Receive bids online, review bids, and recommend award to the Village. (\$360)
 - Attend meeting for recommendation for award. (\$270)
 - Contract project with Contractor. (\$600)
 - Preconstruction meeting at the Village. (\$360)
 - Staking of storm water improvements. (\$800)
 - Construction inspection. Estimating 6 trips for 30 hours. (\$2,700)
2. Schedule
 - A. Work will approved by the Village Board and will either be for the fall of 2015 or the spring of 2016. A detailed schedule will be developed based on the timing approved by the Village. Below are some factors to consider of the timing:
 1. Fall 2015
 - Usually dryer which would benefit the prices for any pumping required.
 - Due to seeding going dormant usually restoration is better following the fall/winter periods.
 - Contractors are busy so prices may be higher if not looking for work.
 2. Spring/Summer 2016
 - Bid over the winter so Contractors can schedule earlier when looking for work and usually benefits prices.
 - Trying to restore site during warmer weather which can become more difficult.
 - Springs are normally wet which may cause for additional restoration and pumping of the ponds
3. Fee
 - A. Estimated Fee = \$9,230

May 11, 2015

Village of Johnson Creek
Attn: John Swisher
Village President
125 Depot Street
Johnson Creek, WI 53038

RE: TANNER RIDGE HOA

Dear Mr. Swisher,

This letter is in regard to the right-of-way green space within the Tanner Ridge Subdivision. The Tanner Ridge Homeowner's Association is requesting Village Board permission to mow the grass on the Coventry Circle and Kensington grass islands. We are also seeking Village permission to place top soil in the area of the Kensington Circle island to bring it to grade so it will not damage equipment, and decrease liability of anyone being hurt, as there are several large holes from previous street construction. We are also seeking Village Board permission for the HOA to maintain grass area and landscaping near the signage entrance for this subdivision.

Two matters which will need clarification prior to Village Board approval.

The first is, who is responsible for the property, which is currently not mowed, which is directly to the south of the front entrance signage.

Second, in the Coventry Circle island there are two water main pipes which have been broken by snow plow and village mowing. We would like this noted as to not hold the HOA responsible for this damage in the future.

The Tanner Ridge HOA Board feels this would create cost savings to the Village and give our homeowners the ability to maintain these spaces in a park like setting. As previously discussed last year, we will not assume mowing until Village Board approval and clarification regarding the land space of the front signage and the broken water main access pipes.

Sincerely,



Michael Garvey
President
Tanner Ridge HOA

CC: Mark Johnsrud Village Administrator, Tanner Ridge HOA

Mark Johnsrud

From: Jeff Constable <constablejeff@hotmail.com>
Sent: Monday, July 06, 2015 12:25 PM
To: markj@johnsoncreekwi.org
Subject: Run for the Fields Route
Attachments: RunForTheFields 2015.jpg

Mark,

Per our conversation:

Below are the specs on where we would like the run the 2nd annual Run for the Fields 5K. A draft picture with the run route is also attached. Please write back with questions and permission to run this route. Run will take place on October 17th, 2015

- 1- Run would start from the Community Center. Calendar date is saved with Village. Signed rental paper to be signed by Dr. Garvey soon.
- 2- Route to go north under I-94 and turn west on Resort Drive
- 3- Route to run on north side of Resort Drive in grass and run west following draft picture attached.
- 4- Hay bales will be placed at 3-4 places within route on grass.
- 5- Marking flags will be stuck into ground to notify participants of route
- 6- Mowing of route (4-6 feet wide) will be cut by race directors 1-3 days prior to event.
- 7- Hay bales and flag markers will be picked up / cleaned up 12-24 hours after race concludes.
- 8 - Race volunteers will be standing at major turning points during race

Jeff Constable



RESOLUTION __-15

**AWARD BID
GRADING PLAN
JOHNSON CREEK WRIGHT ROAD PLAT**

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

WHEREAS, the Village platted the Johnson Creek Wright Road Plat for development in November of 2009, and

WHEREAS, two parcels have been sold and developed by Johnson Creek Dental and Johnson Creek Veterinary Clinic, and

WHEREAS, the Village Board approved a Professional Services Agreement with MSA to design, bid and inspect to completion a grading plan, and

WHEREAS, prepared a project manual known as the "Wright Road Grading Plan" and submitted a Request for Proposal (RFP) to solicit bids which were opened in accordance with the bidding requirements as determined below:

Iverson Construction, LLC	\$73,387
Maddrell Excavating, LLC	\$75,270
Raymond P. Cattell, Inc.	\$85,520
Wondra Construction, Inc.	\$102,668, and

NOW THEREFORE BE IT RESOLVED, that the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek approve the bid of Iverson Construction, LLC. to complete excavation, grading, placement of storm sewer and restoration in accordance with the project manual prepared by MSA in the completion of the Wright Road Grading Plan as bid and submitted to the Village of Johnson Creek, and

BE IT FURTHER RESOLVED that the bids have been received in accordance with the Village Internal Control Policy and the Village Clerk-Treasurer and Administrator are authorized to effectuate such transaction and apply to TID 2 – 2015 GO Debt Issue 4-543.100-540.100 within the 2015 Capital Budget.

PASSED AND ADOPTED by the Village Board of Trustees this 20th day of July 2015.

ATTEST:

John L. Swisher, Village President

Joan Dykstra, Clerk – Treasurer

Village of Johnson Creek Wright Road Grading Plan (#3951553)
 Owner: Village of Johnson Creek
 Solicitor: MSA Professional Services - Madison
 06/26/2015 01:00 PM CDT

Item Code	Item Description	UoFM	Quantity	Engineer Estimate		Iverson Construction, LLC		Maddrell Excavating LLC		Raymond P. Cattell Inc.		Wondra Construction, Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
GENERAL REQUIREMENTS													
1	Mobilization/ Bonds/ Insurance	LS	1	\$5,000.00	\$5,000.00	\$3,775.00	\$3,775.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
2	Silt Fence	LF	215	\$2.00	\$430.00	\$2.60	\$559.00	\$2.00	\$430.00	\$5.00	\$1,075.00	\$1.50	\$322.50
3	Bioroll	LF	925	\$5.00	\$4,625.00	\$6.20	\$5,735.00	\$6.00	\$5,550.00	\$5.00	\$4,625.00	\$4.50	\$4,162.50
4	Ditch Checks	EA	2	\$100.00	\$200.00	\$250.00	\$500.00	\$200.00	\$400.00	\$400.00	\$800.00	\$300.00	\$600.00
5	Tracking Pad	EA	2	\$1,500.00	\$3,000.00	\$785.00	\$1,570.00	\$400.00	\$800.00	\$1,000.00	\$2,000.00	\$2,000.00	\$4,000.00
6	Inlet Protection	EA	2	\$100.00	\$200.00	\$90.00	\$180.00	\$100.00	\$200.00	\$125.00	\$250.00	\$75.00	\$150.00
GRADING/ REMOVAL													
7	Clearing and Grubbing	LS	1	\$6,000.00	\$6,000.00	\$15,565.00	\$15,565.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$7,800.00	\$7,800.00
8	Grading, Includes Topsoil Stripping/ Placement	CY	2000	\$8.00	\$16,000.00	\$6.25	\$12,500.00	\$10.00	\$20,000.00	\$12.00	\$24,000.00	\$15.00	\$30,000.00
9	Imported Topsoil	CY	120	\$6.00	\$720.00	\$25.00	\$3,000.00	\$22.00	\$2,640.00	\$20.00	\$2,400.00	\$25.00	\$3,000.00
STORM SEWER													
10	36-inch RCP Standpipe with Haala Rack	EA	1	\$3,000.00	\$3,000.00	\$3,595.00	\$3,595.00	\$1,400.00	\$1,400.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
11	12-inch RCP Storm Sewer Pipe	LF	136	\$50.00	\$6,800.00	\$50.00	\$6,800.00	\$50.00	\$6,800.00	\$45.00	\$6,120.00	\$52.00	\$7,072.00
12	12-inch RCP Apron Endwall	EA	1	\$250.00	\$250.00	\$935.00	\$935.00	\$750.00	\$750.00	\$400.00	\$400.00	\$1,150.00	\$1,150.00
13	3-Inch PVC Storm Sewer Pipe	LF	6	\$20.00	\$120.00	\$35.00	\$210.00	\$25.00	\$150.00	\$75.00	\$450.00	\$6.00	\$36.00
14	Concrete Weir	EA	1	\$8,000.00	\$8,000.00	\$6,225.00	\$6,225.00	\$3,200.00	\$3,200.00	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00
15	Core & Connect into Existing Inlet	EA	2	\$1,000.00	\$2,000.00	\$775.00	\$1,550.00	\$1,000.00	\$2,000.00	\$400.00	\$800.00	\$1,000.00	\$2,000.00
16	Medium Rip Rap with Fabric	SY	50	\$45.00	\$2,250.00	\$35.20	\$1,760.00	\$40.00	\$2,000.00	\$40.00	\$2,000.00	\$49.00	\$2,450.00
RESTORATION													
17	Restoration, Seed, Fertilize & Mulch	SY	9300	\$2.00	\$18,600.00	\$0.96	\$8,928.00	\$1.50	\$13,950.00	\$2.00	\$18,600.00	\$2.25	\$20,925.00
TOTAL BID ITEMS #1 - #17					\$77,195.00		\$73,387.00		\$75,270.00		\$85,520.00		\$102,668.00



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Professional Services Agreement

This AGREEMENT (Agreement) is made today July 13, 2015 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek- Centennial Park Parking Lot Design and Construction

The scope of the work authorized is: See attached Section A2 – Basic Services of Engineer.

The services will be performed at the MSA 2015/2016 contract rates.

The services were requested by Mark Johnsrud.

The schedule to perform the work is: Start Date: July 2016
Completion Date: TBD

The estimated fee for the work is: \$17,300, Time and Expense Basis

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

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

VILLAGE OF JOHNSON CREEK

MSA PROFESSIONAL SERVICES, INC.

John Swisher
Village President
Date: _____

Kevin Lord, PE, PLS
Consulting Village Engineer
Date: _____

Clerk Name: _____
Date: _____

125 Depot Street, PO Box 238
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

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

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

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

A.2.1. Engineering Scope-General

The Village of Johnson Creek desires to Design, Bid and Construct a parking lot at Centennial Park. The overall extents of the parking lot will be similar to the gravel parking that exists. Design plans will incorporate an asphalt surface, concrete curb and gutter, sidewalks, stormwater, and landscaping of the parking lot.

A.2.2. Centennial Park Parking Lot Design and Construction

1. The scope of the work will include the following: (The Village will pay for the permit fees)
 - Topography survey of existing parking area of Centennial Park and storm features within the proximity. (\$900)
 - Preliminary Design Plans and cost estimate. (\$1,800)
 - Meeting with Village Staff. (\$540)
 - Final Construction Plans and cost estimate. (\$2,600)
 - Prepare specifications to include with the construction plans. (\$1,500)
 - Prepare advertisement for Bid and submit to paper for advertisement. (\$180)
 - Post project online using Quest services for bidding. (\$600)
 - Submit Notice of Intent to DNR for permitting. (\$1,200)
 - Answer questions during bidding. (\$180)
 - Receive bids online, review bids, and recommend award to the Village. (\$270)
 - Attend meeting for recommendation for award. (\$270)
 - Contract project with Contractor. (\$600)
 - Preconstruction meeting at the Village. (\$360)
 - Staking of curb and gutter and storm water improvements. (\$1,800)
 - Construction inspection. Estimating 6 trips for 48 hours. (\$4,500)
2. Schedule
 1. Work is anticipated to begin in the fall of 2015 to allow for bidding over the winter and a spring construction if desired by the Village. A detailed schedule will be provided following the general timing approved by the Village.
3. Fee
 - A. Estimated Fee = \$17,300.00



June 30, 2015

Mark Johnsrud
Village Administrator
125 Depot Street
Johnson Creek, WI 53038

Re: Bell Park and Centennial Park Master Plan Updates

Dear Mark

You have requested MSA prepare a scope of services to provide an updated master plan for Bell Park and Centennial Park. Because we strive to communicate with our clients directly and concisely, we have summarized the highlights of our proposal below.

Project Understanding/Scope of Services:

- Conceptual drawings for each park where completed by Schreiber Anderson in 2004. Some infrastructure has been developed at each park; however, not necessarily in accordance with the 2004 concept plans. The Village is contemplating additional improvements within each park; however, before proceeding with construction the Village desires to create updated master plans for both parks. Past resident complaints regarding proposed improvements to Bell Park necessitates some form of public involvement in the creation of the master plans. The updated park master plans should identify the location of all utilities and infrastructure and provide an implementation plan, including construction estimates, for recommended improvements. Updated park master plans will provide the Village consensus on the direction of future improvements to Bell Park and Centennial Park.
- Project oversight will be provided by the Village Parks Committee and Village Board. The scope of services includes three meetings with the Parks Committee and one public hearing/Village Board meeting to review draft and final reports.
- In addition to providing copies of the final park master plans, the Village desires color copies of the final concept plans on 24" x 36" hardboard (foam core).

Cost:

- The cost to complete each park master plan individually is \$10,200.00 (Centennial) and \$9,600.00 (Bell). However, if the Village desires to complete both park master plans at the same time the total combined cost can be reduced to \$17,500.00 Lump Sum, due to consolidating project meetings and the community surveys. The final cost includes all reimbursable expenses.

OFFICES IN ILLINOIS, IOWA, MINNESOTA, AND WISCONSIN

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

608-242-7779 • 1-800-446-0679

FAX: 608-242-5664 • WWW.MSA-PS.COM



Qualifications:

- MSA's Planning and Design Studio has completed a number of park master plans and comprehensive outdoor recreation plans for our clients. In addition to myself, our project team includes Andrew Bremer, AICP and Sarah McDonald. Andrew is a member of the Wisconsin Park and Recreation Association and has been MSA's lead park planner over the past six years. Sarah McDonald is a landscape architect/planner having recently joined MSA after working for Hitchcock Design Group. Resumes of our project team, summaries of relevant project experience, and references can be provided as requested.

A copy of the task orders for each park follows this letter. If you have questions or desire additional information, please contact me at 608-242-6617 (or via e-mail at klord@msa-ps.com).

Sincerely,



Kevin Lord, PE, PLS
Team Leader/Client Liaison

OFFICES IN ILLINOIS, IOWA, MINNESOTA, AND WISCONSIN

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Task Order

**To: Village of Johnson Creek
Mark Johnsrud
125 Depot Street
Johnson Creek, WI 53038**

Date of Issuance: 06/30/2015

MSA Project No.: 5114016

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Village of Johnson Creek Centennial Park Master Plan Update

The scope of the work authorized is: Refer to Attachment A

The schedule to perform the work is: approximate start: 08/01/2015
approximate completion: 12/31/2015

The lump sum fee for the work is: \$10,200.00

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

VILLAGE OF JOHNSON CREEK

MSA PROFESSIONAL SERVICES, INC.

Mark Johnsrud
Administrator
Date: _____

Kevin Lord, PE, PLS
Team Leader
Date: _____

Attest: Village Clerk

2901 International Lane, Suite 300
Madison, WI 53704
Phone: 608-242-779
Fax: 608-242-5664

Joan Dykstra, Clerk/Treasurer
Date: _____

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

ATTACHMENT A: SCOPE OF WORK

PROJECT OBJECTIVE: Update the 2004 master plan for Centennial Park.

MSA has divided the Scope of Services into two phases:

PHASE 1: PARK PLANNING

Task 1: Site Analysis & Research

MSA will prepare a series of exhibits illustrating the location of all existing park facilities, village utilities, environmental features (soils, wetlands, floodplains, topography, etc.), existing and future land uses surrounding the park (as indicated on the Village's approved Comprehensive Plan). In addition, MSA will review state and county bike and recreational plans for relevance to the planning process. The exhibits and research will combine to form the existing conditions component of the updated Master Plan.

Task 2: Community Survey

MSA recognizes that there are many residents who are interested in the overall development of the park who may not be able to attend Park Committee meetings due to work or family commitments. To reach a wider audience, MSA proposes using an internet-based resident survey to gather opinions about desired park improvements. Links to the survey can be provided through the Village's official web site. In addition, direct notice of the survey can be sent via the Village's existing resident email database. MSA also recommends the Village contact local media regarding placing an advertisement or article in the local newspaper. MSA will develop the survey for review and refinement at the first Parks Committee meeting and can assist with developing materials for media outreach. Direct costs for advertisements will be the responsibility of the Village. MSA will keep the on-line survey open for two to three weeks.

Task 3: Conceptual Site Plan

MSA will develop a conceptual site plan for the park based on the site analysis and feedback provided at the Parks Committee Kickoff Meeting and through the online resident survey. The conceptual site plan will illustrate the preferred type and location of existing and new recreational uses, supportive park facilities (e.g. restrooms, shelters, utilities, etc.), trails, and areas for landscaping improvements. MSA will present the draft conceptual site plan to the Parks Committee for input and refinement prior to developing the draft master plan.

Task 3: Construction Estimates and Implementation Schedule

MSA will develop construction estimates and an action plan for the revised conceptual site plan. Costs for construction estimates will be calculated based on recent projects completed in the Village and from similar projects MSA has worked on within the prior five years. The action plan will indicate a preferred timeline for the construction and installation of recommended improvements.

Task 4: Master Park Plan

Using feedback gathered through Park Committee meetings, MSA will create a recommended park concept plan, including representative photos of desired park amenities. The preferred concept plan will be combined with the previous project deliverables into a draft Master Park Plan, including the following core components:

- An executive summary
- Overview of the planning area and process
- Summary of the online survey
- Site features and analysis of the area
- Initial conceptual site plan
- Recommended park concept plan
- Construction estimates for park improvements
- Detailed action plan and phasing recommendations
- Identification of funding strategies for park improvements

PHASE 2: PROJECT MEETINGS

The scope of services includes up to three Park Committee meetings and one Village Board meeting to review draft and final reports.

Task 1: Park Committee Meeting #1, Project Kickoff (August 2015)

- Review project deliverables and project schedule
- Review draft community survey and survey implementation methodologies
- Discuss committee member visions for park improvements

Task 2: Park Meeting #2, Review Draft Site Plan (October 2015)

- MSA will review the results of the community survey and a first draft of the park site plan. MSA will revise the draft site plan based on committee discussions.

Task 3: Park Committee Meeting #3, Review Draft Master Plan (November 2015)

- MSA will review the revised site plan along with the entire park master plan document with the Parks Committee. The Parks Committee may make a recommendation for proceeding with a public hearing and Village Board adoption. MSA will revise the draft master plan based on committee discussions.

Task 4: Public Hearing/Village Board Meeting #1, Plan Adoption (December 2015)

- MSA will present the recommended draft master plan to the Village Board for approval. It is anticipated that the Village Board will hold a public hearing on the recommended draft park master plan. MSA will be available to answer questions during the public hearing. MSA will make any final revisions to the recommended draft master plan as directed by the Village Board.

DELIVERABLES

- Digital copies of all draft and final documents in pdf format
- Up to fifteen (15) color copies of the final approved park master plan
- A 24"x36" color map on hardboard (foam board) of the final approved site plan
- Two (2) CD copies of the final park master plan

*The Village will have the responsibility of printing draft reports for review at Village meetings. MSA can provide hard copies of the draft reports for Village Board members if requested in writing and funded by the Village.

PROJECT COST

The above scope can be completed at a cost to the Village of \$10,200.00, lump sum including all reimbursable expenses. These costs assume completion of the final report by December 31, 2015 unless an agreement for extension is made between the Village and MSA. Any additional services will be completed on a time and materials basis with authorization from the Village Administrator.



PROFESSIONAL SERVICES

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Task Order

**To: Village of Johnson Creek
Mark Johnsrud
125 Depot Street
Johnson Creek, WI 53038**

Date of Issuance: 6/30/2015

MSA Project No.: 5114015

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Village of Johnson Creek Bell Park Master Plan Update

The scope of the work authorized is: Refer to Attachment A

The schedule to perform the work is: approximate start: 08/01/2015
approximate completion: 12/31/2015

The lump sum fee for the work is: \$9,600.00

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

VILLAGE OF JOHNSON CREEK

MSA PROFESSIONAL SERVICES, INC.

Mark Johnsrud
Administrator
Date: _____

Kevin Lord, PE, PLS
Team Leader
Date: _____

Attest: Village Clerk

2901 International Lane, Suite 300
Madison, WI 53704
Phone: 608-242-779
Fax: 608-242-5664

Joan Dykstra, Clerk/Treasurer
Date: _____

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

ATTACHMENT A: SCOPE OF WORK

PROJECT OBJECTIVE: Update the 2004 master plan for Bell Park.

MSA has divided the Scope of Services into two phases:

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*The Village will have the responsibility of printing draft reports for review at Village meetings. MSA can provide hard copies of the draft reports for Village Board members if requested in writing and funded by the Village.

PROJECT COST

The above scope can be completed at a cost to the Village of \$9,600.00, lump sum including all reimbursable expenses. These costs assume completion of the final report by December 31, 2015 unless an agreement for extension is made between the Village and MSA. Any additional services will be completed on a time and materials basis with authorization from the Village Administrator.

Administration Policy
Internal Controls – 2015/2016

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The Village of Johnson Creek was incorporated in 1903.

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

TABLE OF ORGANIZATION:

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

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3. **STANDING COMMITTEES:**

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

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

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

- (a) Personnel, including the review of the personnel policy manual, the internal control policy, the table of organization of departments, including the review of job descriptions, and any other policy or action affecting personnel; and

(b) Finance, including the review of the annual budget, the capital budget and any amendments thereof, the purchase, sale or disposal of property, the negotiation and/or settlement of any litigation, any contractual obligations, claims, publications, license, any bonding, including issuance or repayment of bonds, and any other policy or action affecting finance. Personnel and Finance shall meet, as needed, or the first Thursday of each month at 5:30 p.m.

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

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

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

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

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DEPOSITORY INSTITUTIONS

1. Depository Institutions are to be established at the Annual Village Board meeting, they are as follows:
 - a. Depositories:
 - 1) American National Bank – Helenville
 - 2) Associated Bank –Fort Atkinson & Watertown
 - 3) Associate Trust (Debt) - Green Bay
 - 4) Badger Bank of Johnson Creek
 - 5) Bank of Lake Mills – Lake Mills & Watertown
 - 6) BMO Harris (Prev. M&I Bank) - Watertown
 - 7) Chase Bank – Watertown

- 8) County City Credit Union – Jefferson
 - 9) FirstMerit Bank (Prev. Citizens Bank) - Jefferson
 - 10) Fort Community Credit Union – Jefferson and Fort Atkinson
 - 11) Greenwood’s State Bank – Lake Mills
 - 12) Hometown Bank (LifeQuest) - Fond du Lac
 - 13) Ixonia State Bank – Watertown and Ixonia
 - 14) Johnson Bank – Fort Atkinson Branch
 - 15) Landmark Credit Union – Watertown
 - 16) Local Government Investment Pool
 - 17) Partnership Bank (Prev. Town and Country Bank) - Watertown
 - 18) Premier Bank - Johnson Creek
 - 19) State Bank of Reeseville – Reeseville & Watertown
 - 20) Summit Credit Union – Lake Mills
- All deposits, without limit, must be secured by federal or state law or collateralized with securities guaranteed by the full faith of the United States of America.

BUDGET:

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

- 1. The Administrator’s proposed budget shall be presented to a Special Committee of the Whole on September 28th, 2015 at 5:30 p.m.
- 2. The Committee of the Whole shall continue to meet as necessary to provide a tentative 2016 budget to the Village Board of Trustees by October 12th, 2015.
- 3. The Johnson Creek Fire Department budget shall be mailed or e-mailed to the members of the Johnson Creek Fire District prior to October 1st, 2015.
- 4. The Administrator, Clerk/Treasurer, Deputy Clerk/Treasurer and Administrative Assistant shall gather the necessary data from the State of Wisconsin, Wisconsin Department of Transportation, Wisconsin Department of Revenue, or provide best estimate if data is unavailable to provide a Village tax mill rate prior to the final adoption of the budget.
- 5. The proposed budget shall be presented at a public hearing fifteen (15) days after being published for adoption by the Village Board of Trustees at the November Village Board meeting to be held on November 16th, 2015 at 5:30 p.m.
- 6. The Village Board of Trustees shall review the budget and make any necessary changes on a quarterly basis, as needed.

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PURCHASES:

PURPOSE:

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the Village of Johnson Creek a procedure to be followed by the Village Board or Village employees when purchasing materials, supplies, equipment or other personal property, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

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OBJECTIVES:

The objectives of the Village’s purchasing policy are:

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

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4. To provide a standardized system of purchasing for use by all Village departments.

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PURCHASES:

1. All purchases over \$10,000 are based on involving an RFP advertised for bid estimated or three actual cost in the amount of \$10,000 or more, shall require not less than three (3) written quotes approved by the department head and Village Administrator with which shall be submitted to the Village Board of Trustees approval by resolution. Exceptions require, under seal. The quotes shall be opened and disclosed to the public at a Village Board meeting, and award of Trustees Approval any contract for the purchase of materials, supplies, equipment or other personal property described in the quote shall be approved by the Village Board.
2. All purchases \$7,500 - \$10,000 are based on at least not less than three (3) written quotes with department head recommendation on Village Purchase Order and Village Administrator granting final approval. All purchases from a sole supplier require Village Administrator approval.
3. All purchases \$1,000 - \$7,499 require at least not less than two (2) written quotes with department recommendation on Village Purchase Order and Village Administrator granting final approval. All purchases from a sole supplier require Village Administrator approval.
4. All purchases less than \$1,000 within any department require approval of the department head who must sign any invoice presented to Clerk/Treasurer.
5. Purchases exceeding any budget item shall be reported to approved by the Village Board of Trustees before acceptance any quote or purchase order.
6. Checks are cut by the Administrative Assistant or designee upon receipt of an invoice, as signed and coded with the appropriate budgeted General Ledger account by the department head. These are then submitted to the Village Board of Trustees for approval prior to payment. Any invoice, bill or receipt requiring payment prior to the next meeting of the Village Board of Trustees shall require approval of the Administrator with payment reported to the Village Board of Trustees.
7. Billing of contracted services are reviewed by the Clerk/Treasurer and approved by the Administrator prior to submittal to the Village Board of Trustees for approval.
8. All spoiled checks are marked voided and retained by the Clerk /Treasurer for review.
9. Bank statements are received at the Clerk/Treasurer's office and submitted to the Clerk/Treasurer unopened. The Clerk/Treasurer or Deputy Clerk/Treasurer then does the reconciliation.

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PUBLIC WORKS CONTRACTS:

PURPOSE:

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

PROCEDURE:

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

3. Public works contracts, the estimated cost of which is \$5,000 or less, shall be awarded by the Village Board based upon sealed bids. The Village Board may, but is not required, to approve plans and specifications before soliciting sealed bids from perspective bidders.

VENDOR DISCOUNTS

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

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CENTRAL PURCHASING

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

USE OF CREDIT CARDS

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

DISPOSITION OF SURPLUS PROPERTY

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

LOCAL MERCHANTS

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

FUEL PURCHASING

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

EMPLOYEE CONFLICT OF INTEREST

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

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

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ACCOUNTS PAYABLE REPORTS:

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

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SEWER AND WATER:

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

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PAYROLL:

1. The Village Board of Trustees reviews wages annually. Administrator recommendations are submitted to the Village Board of Trustees. The Village Board of Trustees approve by resolution all wages and compensation for the Fiscal Year beginning January 1.
2. Pay period is a two-week period ending with the last shift on Saturday night for all employees except Fire/EMS volunteers. The pay period for paid on call EMTs or paramedics may be either bi-weekly or monthly and for volunteer firefighters is quarterly.
3. Payroll is paid through direct deposit excepting special circumstances. Pay date for bi-weekly employees is the Friday following the last day of a pay period except if a holiday falls on a pay date, then the pay date shall be the day preceding the holiday. Fire/EMS volunteers will be paid the next regularly scheduled bi-weekly pay date following the end of the month for EMTs and paramedics or quarter for firefighters.
4. Police (part-time), Public Works and Utility hourly employees use a time card with a time clock.
5. Time cards are reviewed and initialed by Department Heads and then submitted to the Administrative Assistant to be processed. The Village Administrator approves all Department Head time sheets prior to processing.
6. All overtime is approved by the Department Head and reported to the Village Administrator.
7. Sick leave and vacation is approved in accordance with the Personnel Policy Manual.
8. Paychecks are prepared by the Deputy Clerk/Treasurer or the Clerk/Treasurer.
9. Payroll withholding taxes are deposited as required by law.
10. Miscellaneous withholding amounts are deposited as per agreements (deferred compensation, garnishments, insurance coverage, etc.)
11. Monthly, quarterly, annual reports and W2's are prepared by the Deputy Clerk/Treasurer or the Clerk/Treasurer.

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EMPLOYEES:

1. Personnel Officer shall be responsible for the recruitment, hiring and termination of all full and part-time non-exempt employees excepting police, fire and library personnel.
2. Personnel Officer shall recommend to the Village Board the appointment, promotion and, when necessary for the good of the Village, the suspension or termination of department heads.
3. Personnel Officer shall be responsible for the administrative direction and coordination of all employees of the Village according to the established organizational procedures.
4. Personnel files are maintained by the Village Clerk/Treasurer for each employee.
Files:
 - a. Employment application and any documentation gained while investigating employee for a position. Minimum requirement of all operators is a valid driver's license, a copy of which is placed in the employee's personnel file.
 - b. Date employed, pay rate, authorization for payroll deductions, earning records, evaluations, W-4 form, I-9 form, copy of driver's license.
 - c. A listing of information given to employee (insurance booklet, deferred compensation brochure, etc.).
 - d. An employee may review his/her personnel file upon written request.

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FUND ACCOUNTING:

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

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A. General Fund – 1

a. Sources of Income

- i. Tax Revenue
- ii. Intergovernmental Revenues
- iii. Regulation & Compliance (Licenses)
- iv. Public Charges for Services
- v. Special Assessment Revenue
- vi. State Aids
- vii. Miscellaneous Revenues
- viii. Interest Revenues

b. Expenses

- i. All costs for the operation and maintenance of the Village

B. Special Funds

a. Water

i. Source of Income

- a. Water Usage Income
- b. Interest Income
- c. Rental Income

ii. Expenses

- a. All costs for the operation and maintenance of the Water Department

b. Sewer

i. Source of Income

- a. Sewer Usage Income
- b. Interest Income

ii. Expenses

- a. All costs for the operation and maintenance of the Sewer Department

c. TIF #2

i. Source of Income

- a. General Property Taxes
- b. Special Assessment Fees
- c. Interest Income

ii. Expenses

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- a. All Administrative and construction costs for projects within the TIF District
 - d. TIF #3
 - i. Source of Income
 - a. General Property Taxes
 - b. Special Assessment Fees
 - c. Interest Income
 - ii. Expenses
 - a. All Administrative and construction costs for projects within the TIF District
 - e. Library
 - i. Source of Income
 - a. Property Taxes
 - b. County Aids
 - c. Fees
 - d. Grants
 - e. Interest Income
 - ii. Expenses
 - a. All costs for the operation and maintenance of the Library
 - f. Room Tax
 - i. Source of Income
 - a. Room Fees
 - ii. Expenses
 - b. All costs for support of tourism activities
 - g. FIRE/EMS
 - i. Sources of Income
 - a. General Property Taxes
 - b. Intergovernmental Revenues
 - c. Public Charges for Services
 - d. Miscellaneous Revenues
 - ii. Expenses
 - a. All costs for the operation and maintenance of the FIRE/EMS
 - h. Capital Outlay
 - i. Sources of Income
 - a. Assigned fund
 - b. Bond funds
 - ii. Expenses
 - a. As approved within annual budget
7. All cash disbursements are made by pre-numbered checks and signed by the Village President or Chair of Personnel and Finance and the Clerk-Treasurer or Deputy Clerk-Treasurer.
 8. All blank checks are stored in the vault in the Clerk/Treasurers office.
 9. The Bond for the Clerk-Treasurer and Deputy Clerk-Treasurer is—\$20,000 and Employee Dishonesty Policy is \$100,000.

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CLERK/TREASURER'S FUNCTIONS:

1. The Clerk-Treasurer and/or Deputy Clerk-Treasurer deposit all checks, cash receipts and electronic fund transfers into the appropriate fund.
2. The Clerk-Treasurer and/or Deputy Clerk-Treasurer shall record all deposits in General Ledger.
3. Money shall not be collected, deposited and recorded by the same individual. Bank statement reconciliation shall be completed by either the Clerk-Treasurer and/or the Deputy Clerk-Treasurer.
4. All statements and correspondence from the banks are received by the Clerk-Treasurer from the Administrative Assistant unopened.

- 5. All bank statements are reconciled against the balance sheet on a monthly basis. All checks outstanding for a period of six (6) months are reported to the Clerk-Treasurer for investigation. If necessary, a stop payment order is requested and a new check issued. All checks outstanding after one year are approved by the Village Board of Trustees by resolution and are written off. Formatted: Justified, Indent: Left: 0", Hanging: 0.25", Tab stops: Not at 0.88"
- 6. All miscellaneous transactions are recorded on the General Journal sheet and given to the Clerk-Treasurer and or Deputy Clerk-Treasurer for general posting (i.e. interest, bank charges).
- 7. Investments.
 - a. The Clerk-Treasurer and/or Deputy Clerk-Treasurer prepare and present a cash balance report for all funds and banking institutions. Formatted: Justified
 - b. The Village Board approves the depositories for each fiscal year at the Annual Meeting.
 - c. The Clerk-Treasurer and/or Deputy Clerk Treasurer makes the investments. All Certificates of Deposit are kept in the Village's vault.
- 8. The Village Board of Trustees directs the Clerk-Treasurer and/or Deputy Clerk-Treasurer to be responsible for the payment of all interest and principal on outstanding bonds and associated charges. Formatted: Justified, Indent: Left: 0", Hanging: 0.25", Tab stops: Not at 0.88"
- 9. Letters of Credit - All letters of credit received are kept with the project file in the Clerk/Treasurer office.
- 10. The Village Clerk-Treasurer and/or Deputy Clerk-Treasurer shall examine all invoices submitted for payment, for discrepancies in billing, costs and product delivery. Any discrepancies shall be reported to the Village Administrator and the Village Board of Trustees.
- 11. Any function of the Clerk-Treasurer and/or the Deputy Clerk-Treasurer is reviewed by Village staff other than the Clerk-Treasurer and/or the Deputy Clerk-Treasurer providing the function. Formatted: Justified

PETTY CASH:

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

LONG-TERM BORROWING:

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

PROPERTY TAXES:

The Property Tax Levy is determined within the budget process as defined in Chapter 15 of the Village Code of Ordinances and this internal control policy. The Tax Levy shall be prepared by the Village Clerk/Treasurer and the Village Administrator to be presented at public hearing, reviewed and approved by the Village Board of Trustees at a special Village Board meeting on November 16th, 2015 at 5:30 p.m.

REAL AND PERSONAL PROPERTY ASSESSMENT:

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

EXPANDING VILLAGE BOUNDARIES:

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

As reviewed and revised by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin, this 21st day of April, 2015

VILLAGE OF JOHNSON CREEK,

BY: _____
John L. Swisher, Village President

ATTEST

Joan Dykstra, Clerk-Treasurer

S:\MS Word\Village Funds\Other\Internal Controls Policies\Internal Controls - Administration Policy - 2015/2016

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

July 1, 2015

VIA E-MAIL

markj@johnsoncreekwi.org

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

Re: Room Tax Amendments

Dear Mark:

The Joint Finance Committee of the Wisconsin Legislature has, by a 9 to 7 vote, approved a proposed amendment to Wis. Stat. § 66.0615, which authorizes the Village to enact an ordinance establishing a hotel room tax. Pursuant to that authority, the Village has adopted such an ordinance and has collected room taxes from the single motel located in the Village. Unless or until the legislature adopts the proposed amendment, and unless or until any such amendment is approved by the Governor when approving the budget bill, the impact of the proposed amendment is speculative.

As noted, Wis. Stat. § 66.0615 authorized the Village to enact an ordinance imposing a room tax on individuals renting rooms in any hotel or motel. As the law currently exists, 70% of the room taxes are required to be expended for "tourism promotion and development" with the remaining 30% being retained by the Village for general operating purposes.

Wis. Stat. § 66.0615(1)(fm) defines the term "Tourism promotion and development" as any of the following that are significantly used by transient tourists and reasonably likely to generate overnight stays at the motel located in the Village:

1. Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motorcoach groups.
2. Transient tourist informational services.
3. Tangible municipal development, including a convention center.

Mark Johnsrud
July 1, 2015
Page 2

The term “tangible municipal development” is not defined in the statute, and the Village Board has determined that use of a portion of the room tax required to be expended for “tourism promotion and development” includes payment of debt incurred by the Village for the purpose of constructing the Village Community Center. You have asked my opinion as to whether the Village can use the current balance of funds accrued for tourism promotional activities, which are in the amount of \$82,027.27 for the purpose of paying down a portion of that debt prior to the end of the year.

In my opinion, a strong argument can be made that the Village Community Center constitutes a “tangible municipal development” as that term is defined in Wis. Stat. § 66.0615(1)(fm). Indeed, the Village Board has already made this determination as evidenced by its past practice of using a portion of the room tax collected for that payment of the debt associated with the construction of that facility.

I would point out that, although Wis. Stat. § 66.0615, requires the Village to report annual room tax revenues as a part of the municipal financial reporting form submitted annually to the Department of Revenue, there is no over sight as to the use of the funds designated for “tourism promotion and development.” That is, essentially, the use of those funds has been vested in the discretion of the Village Board, subject to the authority granted by Wis. Stat. § 66.0615 to enact an ordinance levying those taxes.

However, assuming the amendment in the current form proposed is adopted, this will change as of January 1st. Subsequent to that date, that portion of the room tax designated for tourism promotion and development must be transferred to either a municipal tourism commission or a tourism entity, which, in that commission or entity will determine the expenditure of those funds.

You have inquired, then, as to whether the Village can “request” those funds be used to pay debt service on the Community Center. Obviously, such a “request” can be made, but in my opinion it is more probable than not, that such a request would not be granted. Simply put, based on my review of the current statute, the proposed amendment and the commentaries relating to the purpose of the proposed amendment, it is unlikely that a tourism commission or entity would adopt the Village Board’s prior determination that the Community Center constitutes a “tangible municipal development” within the Village.

If the proposed amendment is adopted, and if the statute is then signed into law by the Governor, I can revisit the issue. At this point, however, I can only conclude that it would be unlikely that the tourism commission or entity charged with the expenditure of the room tax collected for tourism promotional development would approve an expenditure involving the repayment of the debt obligation on the community center.

Very truly yours,

s/ James W. Hammes

James W. Hammes

JWH:blr



Crossroads with a Future

Village of Johnson Creek Operator License Application

Expires June 30 Yearly- License Fee is Non-Refundable

125 Depot St, PO Box 238
Johnson Creek WI 53038
P: 920-699-2296 F: 920-699-2292
www.johnsoncreek-wi.us

Circle One: New* (\$25) | Renewal (\$25) | Provisional (\$10) | Plus \$10 Background Check Fee Total Fee: \$ _____

1. Full Legal Name _____ Date of Birth: ____ / ____ / ____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____ Former Name: _____

Driver's License Number: _____ Social Security Number: _____

(Attach a Copy of Drivers License/ID)

Prior Street Address (if above address is less than 5 years)	City	State	ZIP	From	To

2. Have you ever been convicted of a felony? YES NO

3. Within the past five (5) years, have you ever been arrested for, received a summons to appear in court for, or forfeited a bond for any of the following? If unsure, check the WI Circuit Court Access website at <http://wcca.wicourts.gov>

	YES	NO
a) Any underage alcohol violation?	YES	NO
b) Operating a motor vehicle while intoxicated?	YES	NO
c) Selling or furnishing alcoholic beverages to underage person?	YES	NO
d) Permitting underage person on licensed premises?	YES	NO
e) Allowing persons on licensed premises after closing?	YES	NO
f) Any alcohol related violation other than a, b, c, d and e?	YES	NO
g) Sale or possession of drugs of any kind?	YES	NO
h) Fighting, disorderly conduct, assault or battery?	YES	NO
i) Resisting arrest or obstructing an officer?	YES	NO
j) Any crime or ordinance violation not listed above other than traffic or parking tickets?	YES	NO

4. For each YES response in #3, you must identify all the violations, when and where they occurred, on the following lines. Attach additional sheets if necessary or continue on the back of this application.

Type of Arrest, Summons, Violation or Charge	Month/Year	City	State

5. Within the last two (2) years, did you have or complete one of the following:

Successfully completed a Responsible Alcohol Servers Course Held an Operator's License issued in Wisconsin.

***If new applicant please provide proof of course or previous license held.**

Certification: I, the undersigned, do hereby certify that the information on this application is complete, accurate and true and understand my record will become a part of this application. I understand that I am subject to a driver's license check, a local police records check, and a criminal history background check. I understand that an inaccurate, misleading, or false answer constitutes sufficient reason for rejection, denial, non-renewal, or revocation of my license. I am familiar with all laws, resolutions, ordinances and regulations, Federal, State and Local, pertaining to the sale of such beverages and liquors, and if granted said license, do agree with and obey all provisions thereof. Further, I understand that this license is only valid within the village limits of Johnson Creek.

Name of Establishment: _____

Date: _____ Signature of Applicant: _____

Village Board Date/Res #: _____

New/Renewal Lic #: _____ Prov. Lic #: _____

Date Paid: _____ Amount: \$ _____ Cash/Check#: _____

Clerk-Treasurer's Office Signature

Date

Approve

Deny

Police Department Signature

Date

Alcohol Beverage and Operator License Guidelines for Approval / Denial

Possession of a village-issued license is a privilege, not a right. The Village of Johnson Creek retains broad discretionary authority in denying or recommending the granting of license applications based on the guidelines contained herein, and each case may be considered on an individual basis. The Chief of Police will use these guidelines when reviewing applications to determine if a license will be issued.

The Police Department will conduct a records check, including criminal, ordinance and traffic, of all applications for Alcohol Beverage Operator's License. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check.

If a decision is to deny a license for which an individual has applied, staff is required to provide that individual with a written notification and reason for the denial. Denial of a license is considered final action unless the applicant appeals the decision.

- One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police with recommendation to grant/deny to the Board. Staff may contact the applicant and request a meeting to discuss their violation. Staff may also require the applicant to retake the Responsible Beverage Server course.
- Two or more alcohol or drug related convictions in five (5) years would be recommended to the Board for denial of operator license.
- Two or more Class A misdemeanor or felony convictions that substantially relate to the selling and serving of alcohol beverages in five (5) years; would be recommended to the Board for denial of operator license.
- Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Board for denial of operator license.

VILLAGE OF JOHNSON CREEK

125 Depot Street, PO Box 238, Johnson Creek, WI 53038 920-699-2296

CABARET LICENSE APPLICATION – CHAPTER 115

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 use. (Attach map of location)

Cabaret License Fees - Village Code – Chapter 33 - Fees

Annual \$300 \$ _____

Short-term (3 days or less) \$ 35 \$ 35.00

Application Fee \$ 25 \$ 25.00

Date(s) Event: 8/1/15 Time(s) Event: Noon - 10:30pm

Premises licensed: Community Center / Fireman's Park

Full Name of person taking out license:

Leigh Price

Full Address of applicant: (street, city, state, zip)

Leigh Price

JC Chamber of Commerce

P.O. Box 527 Johnson Creek WI 53038

Phone # 920-699-4949

Date of birth: 6-27-58

Driver's License # _____

Please list any experience in operating a Cabaret licensed event:

Have you been convicted of violating any federal, state or local laws? No

Name of person or company owning the premises for which an application is being filed, and location:

Johnson Creek Village

Amount Paid at time of application \$ 60.00

Signature of Applicant Leigh Price Date: 6-11-15

Signature of Administrator _____ Date _____

Signature of Clerk: _____ Date _____

Signature of Chief of Police _____ Date _____

RESOLUTION __-15

OPERATOR LICENSES
2015/2016

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

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

NOW THEREFORE BE IT RESOLVED that operator license(s) be issued to the following individual(s) for the year ending June 30, 2016:

OPERATORS LICENSE:

Fiesta Garibaldi

Chantiel M. Hoepner

Kwik Trip

Tiffany M. Willing

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Johnson Creek this 20th day of July 2015.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

RESOLUTION __-15

WRITE-OFF OUTSTANDING CHECK

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

WHEREAS, check #33985 issued April 23, 2014 in the amount of \$35.60 has not cleared the checking account, and

WHEREAS, the check listed above may only be removed from the books by Village Board action,

NOW, THEREFORE BE IT RESOLVED, that the Village Board authorizes the Village Clerk/Treasurer to write off the check in the amount of \$35.60.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 20th day of July, 2015.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk - Treasurer

RESOLUTION 107-12

AUTHORIZING THE PURCHASE OF RIVER CREEK CENTRE SUBDIVISION FORECLOSURE FROM JEFFERSON COUNTY

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

WHEREAS, the River Creek Centre subdivision, located North of I-94 and West of County Y, was provided TIF funded infrastructure including utilities, streets, lighting and upgrades to the Village sewer facilities to accommodate proposed development of a water park hotel, and a casino development, and

WHEREAS, development did not materialize resulting in the Village Board approval of special assessments totaling \$3,361,422.20 on parcels 141-0714-1213-000, 141-0714-1213-001, 141-0714-1213-002, 141-0714-1213-003 and 141-0714-1213-005 of the River Creek Centre subdivision, and

WHEREAS, the developer failed to pay the special assessments and general real estate taxes resulting in tax foreclosure by Jefferson County, and

WHEREAS, the Jefferson County Board has approved a resolution to sell all tax foreclosed property of River Creek Centre subdivision for the payment of general real estate tax and interest in the amount of \$579,483.87 and payment of special assessments and interest of \$55,452.68, for a total of \$634,936.55 to the Village of Johnson, and

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees of the Village of Johnson Creek hereby approve the payment of \$634,936.55 to Jefferson County for the purchase of parcels 141-0714-1213-000, 141-0714-1213-001, 141-0714-1213-002, 141-0714-1213-003, 141-0714-1214-005, and

BE IT FURTHER RESOLVED, that the Village Administrator and Village Clerk-Treasurer are authorized to effectuate this resolution as approved to transfer \$200,000 from Sewer - Cash Account and \$434,936.55 from TID No. 2 - Cash Account and will repay those accounts with interest of .15% from General Obligation TID No. 3 bonds.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek this 26th day of November 2012.

Michelle Kaltenberg, Village President

ATTEST:

Joan Dykstra, Clerk - Treasurer

RESOLUTION __-15

AWARD BID
SUMP DISCHARGE
POLICE DEPARTMENT

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

WHEREAS, the sump discharge has failed at the Police Department building located at 119 Depot Street, and

WHEREAS, it is recommended to trench a new discharge to the stormwater catch basin within the parking lot, and

WHEREAS, it is recommended to bid separately the replacement asphalt within the parking lot, and

WHEREAS, the Committee of the Whole recommends awarding the bid for placement of the sump discharge based on the bids below:

Gallitz Grading, Inc.	\$ 2,455
Pauli Plumbing, Inc	\$ 4,300, and

NOW THEREFORE BE IT RESOLVED, that the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek approve the bid of Gallitz Grading, Inc. to place the sump discharge with 4" PVC piping and all plumbing and excavation necessary to complete placement of the sump discharge from the building to the catch basin within the parking lot, and

BE IT FURTHER RESOLVED that the bids have been received in accordance with the Village Internal Control Policy and the Village Clerk-Treasurer and Administrator are authorized to effectuate such transaction and apply to 521.200 Police Officers – 530.700 Repairs Expense within the 2015 Budget.

PASSED AND ADOPTED by the Village Board of Trustees this 20th day of July 2015.

ATTEST:

John L. Swisher, Village President

Joan Dykstra, Clerk – Treasurer

Gallitz Grading, Inc.

N6131 CTH Y
Johnson Creek, WI 53038**Estimate**

Date	Estimate #
5/12/2015	1798

Attn: Eric

Name / Address
Village of Johnson Creek P.O. Box 238 125 Depot St. Johnson Creek, WI 53038

Description	Qty	Cost	Total
RE: Police Department Install new sump pump drainline from building to catch basin in parking lot		2,455.00	2,455.00
*blacktop repair (allowance \$3000) Sales Tax-Jefferson Co		5.50%	0.00
Estimates good for 30 days.		Total	\$2,455.00

Phone #	Fax #	E-mail	Web Site
920-699-9347	920-699-3299	office@gallitzgradinginc.com	www.gallitzgradinginc.com

We accept Mastercard & Visa and there is a \$5,000 charge limit.

Pauli Plumbing Inc.
 708 W. Madison St.
 Watertown, WI 53094

Estimate

Date	Estimate #
4/27/2015	6

Name / Address
Johnson Creek Police Dept. P.O. Box 451 Johnson Creek, WI 53038

			Project
Description	Qty	Cost	Total
LABOR and MATERIALS necessary to excavate area where storm sewer drain line needs to be replaced; replace storm sewer line with 4" PVC piping and reset dirt/add grass seed; includes replacement of sidewalk if needed; includes plumbing and excavation necessary to complete replacement of storm sewer line from building to manhole	1	4,300.00	4,300.00
~~~~~ CHANGE ORDER ~~~~~ April 27, 2015 > Changed description of repairplumbing. (+\$0.00) Total change to estimate +\$0.00 ~~~~~			
Sales Tax		5.50%	0.00
Thank you for your business. We appreciate it very much		<b>Total</b>	\$4,300.00

