



# VILLAGE OF JOHNSON CREEK

## MEETING NOTICE

125 Depot Street, Johnson Creek, WI

### Agenda

#### COMMITTEE OF THE WHOLE

August 3, 2016

Village Hall

5:30 p.m.

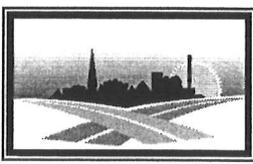
1. Call to order - roll call
2. Statement of Public Notice
3. Public Comment (limited to two minutes per person on agenda items only)
4. Approve July 11, 2016 Committee of the Whole Meeting minutes - *pgs 1-6*
5. Village Board Unapproved Minutes of July 25<sup>th</sup> - *For Information Only - pgs 7-10*
6. Plan Commission Recommendations:
  - a. Site Plan - JWR, Inc. - Mechanical and Screening - 322 N. Watertown St. - *pgs 11-15*
7. Update on 3-Way Stop on Aztalan St - *pg 16*
8. Discussion/Recommendation Black Walnut Estates Walking Path/Bridge/Lawn Maintenance
9. Discussion/Recommendation Bell Park Community Project
10. Update Ball Field at Centennial Park - Maintenance - *pgs 17-23*
11. Update Exercise Program at Library - Phyllis Schicker - *pgs 17 & 4*
12. Discussion/Recommendation Hiring of Part/Time Police Officer - Patrick Hogan - *pgs 25*
13. Discussion/Recommendation JCEDC (Jefferson County Economic Development Consortium) - Budget - *pgs 26-28*
14. Discussion/Recommendation Transfer of Impact Fees for GO Debt Service - *pgs 29*
15. Discussion/Recommendation Cabaret License St. Gabriel the Archangel Parish/St. Mary Magdalene Catholic Church - 417 Union St. - *pgs 30-31*
16. Discussion/Recommendation Amending Internal Controls Policy-Fund Balance - *pg 32*
17. Discussion/Recommendation Policy Renewal - League of Wisconsin Municipalities Mutual Insurance - *pg 33*
18. Discussion/Recommendation Chamber Board of Directors - Administrator voting member - *pgs 34-42*
19. Discussion/Recommendation WI Surplus Auction - *pgs 43-47*
20. Discussion/Recommendation New Business - AutoZone - 405 Wright Rd - *pgs 48-53*
21. Discussion/Recommendation Newsletter
22. Update Parking Lots - Scott Construction
23. Discussion/Recommendation Department Heads 2017 Capital Budget - *pgs 54-61*
24. Upcoming Meetings:
  - a. Village Board - August 22<sup>nd</sup> 5:30 p.m.
  - b. Set Special Committee of the Whole Meeting for Budget
  - c. Committee of the Whole - September 12<sup>th</sup> 5:30 p.m.
25. Adjourn

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

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

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

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President Swisher called the Committee of the Whole meeting to order at 5:31 p.m.

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

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

**Public Comment**

Lisa Schmidt – 205 Red Fox – Requested that the Bell Park be closed from sunset until 7:00 a.m.

Joe Neary – 1113 Hickory Ln was present to discuss the Black Walnut Estates path, bridge and lawn maintenance. This will be addressed in item #9 and Neary will speak at that time.

Phyllis Schicker – 122 Cora St. – She said she is doing a senior exercise program at the Library. She had contacted the Park and Recreation previously but nothing was done. The Library meeting room is no longer big enough as there are approximately thirteen people signed up and can no longer use it after August 1<sup>st</sup>. This will be addressed in item #23.

William Nadert – 208 Woodland Preserve – William said the coaches are taking care of the fields at Centennial Park for games and practices and they did not agree to prepare the fields. The fields are not playable after any amount of rain no matter how they try to prepare them. Surrounding municipalities do not have this problem. If the issue cannot be taken care of they will have to pull out of the village recreation program.

**Approve June 13, 2016 Committee of the Whole Meeting minutes**

A Theder/Wollin motion carried to approve June 13<sup>th</sup> Committee of the Whole meeting minutes.

**Village Board Unapproved Minutes of June 20<sup>th</sup> – For Information Only**

**Plan Commission Recommendations:**

**a. Amended Site Plan – Johnson Creek School District - Sidewalk**

An Albertz/Semo motion carried on a 7-0 roll call vote to recommend to the Village Board to approve the amended site plan – Johnson Creek School District – sidewalk with village engineers' final approval.

**b. JC School – 2<sup>nd</sup> Exit to Elementary School Parking Lot**

An Adams/Wollin motion carried on a 7-0 roll call vote to recommend to the Village Board to allow MSA to contact DOT if a second exit from the elementary school parking lot would be allowed, with left, right and straight exit.

**c. ETZA – George and Ruth Ducklow – Town of Farmington**

An Albertz/Semo motion carried on a voice vote to recommend to the Village Board that the ETZA – George and Ruth Ducklow – Town of Farmington be brought back to the Plan Commission and Village Board for approval after the right-of-way and front yard setbacks are shown and approval by the County.

**Discussion/Recommendation WE Energies Electric Service – 620 Midge St.**

The cost to connect the pedestal for a 100 amp or 200 amp service at Centennial Park is the same. Lord said he needs to let the contractor know which service you want to move forward with.

A Theder/Albertz motion carried on a 5-2 roll call vote with Semo and Smith opposed to recommend to the Village Board to approve a 200 amp electrical service pedestal to be connected by WE Energies– 620 Midge St.

**Update – Wright Rd Erosion Control**

Engineer Lord said he met with Swisher and the property owners regarding the sitting water and grade by the veterinary clinic and the dental clinic. Iverson, contractor for the Wright Rd. grading plan, is coming back to put in more matting and grading by the veterinary clinic to rectify the problem. The dental clinic also has sitting water. The dental clinic was constructed a couple years ago and the sitting water probably came from the settling over time. Lord recommended as a courtesy to the dental clinic, and with their permission, and as long as Iverson was at the site, Iverson could also resolve their issue. Lord said the project came under budget by \$10,000 so there is still money available to rectify both issues.

After discussion recommendation was to move forward and fix the problems on all properties.

**Discussion/Recommendation Black Walnut Estates Walking Path/Bridge/Lawn Maintenance**

An Adams/Smith motion carried to open the public hearing.

Joe Neary, 1113 Hickory Ln., stated the Village owns the walking path and kids could and are getting hurt on that path. There are trees down and no one is taking responsibility. The lift station is not the responsibility of the home owners association. The sidewalk areas are also not maintained. The bridge needs repairs and the storm water is plugged and is causing back up issues and his property is getting flooded. Swisher stated there are three issues here 1) mowing the lift station, 2) mowing the sidewalks and 3) the walking path/bridge. The Village will do the maintenance of the lift station. The questions are who is responsible for the mowing of the sidewalk by the railroad tracks on Red Oak Circle and the responsibility of the 6' walking path.

A Semo/Theder motion carried to close the public hearing.

Attorney Hammes stated he and Village Engineer Lord will look over the ownerships of the path and bridge.

**Discussion/Recommendation Simplified Rate Case Water Utility**

Recommendation from Johnson Block, the village auditors, was to do an increase in the water utility rates using the Public Service Commission simplified rate case with an increase of 3%. Swisher said if we do minimal increase actions now is better than increasing by dollar amounts later. Albertz agreed with a few cents increase instead of large increases later.

A Swisher/Wollin motion carried on a 6-1 roll call vote with Smith opposed to recommend to the Village Board to follow the recommendation of the Village Auditors and approve applying for simplified rate case for the water utility.

**Discussion/Recommendation Bell Park Community Project**

After much discussion, a Wollin/Semo motion carried on a voice vote to find the Centennial Park pavilion blue prints and bring back to the Committee of the Whole for review.

**Discussion/Recommendation Bell Park Hours**

A Theder/Wollin motion carried to open the public hearing.

Lisa Schmidt said the current hours when Bell Park is closed is from 10 p.m. until 6 a.m. She recommended closing the park at sunset, as in the winter it is dark early, and open again at 7 a.m., regardless of a basketball court or not.

A Semo/Adams motion carried to close the public hearing.

Chief Bleecker said all parks should be closed dusk to dawn and not certain times like the other surrounding communities.

After discussion, a Smith/Semo motion to leave the hours failed on a 2-5 roll call vote with Adams, Albertz, Swisher, Theder, and Wollin opposed. A Swisher motion to close the parks from sunset to sunrise, was withdrawn. After discussion, a Swisher/Smith motion carried to table to a later date setting Bell Park hours.

**Discussion/Recommendation Fireman's Festival - water usage**

Semo thanked Deputy Clerk Lisa Trebatoski for the information on the water usage and water loss in question.

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to waive the fees for water usage for the Fireman's Festival.

**Discussion/Recommendation Open Fence &/or Add Gate to Fence at Fireman's Park**

Swisher asked if a 10' gate could be added to the fence on the first base line after the concession stand or roll back the fence. A gate would keep the integrity of the fence. This would be useful for the Festival and also Jim Braunschweig said it would be useful to get equipment to and from the field. Two bids were received for a 6'x15' gate from Lemke Fence of Jefferson, Inc., in the amount of \$942 and a 6'X10' bid from DeSelle Fence in the amount of \$800.

With Adams, Swisher and Wollin on the Fireman's Festival Committee, Semo, Chair of Protection and Welfare called for the motion. A Theder/Semo motion carried on a 3-1-3 roll call vote with Smith opposed and Adams, Swisher and Wollin abstaining to recommend to the Village Board to approve the bid from Lemke Fence of Jefferson, Inc. in the amount of \$942 and take out of parks expense.

**Discussion/Recommendation Award Bid for Village Hall Sidewalk Entrance from Parking Lot per Governmental Accountability Board (GAB)**

Two bids were received from Hans Bros., in the amount of \$1,092 and Parking Lot Maintenance, Inc. \$2,700 plus an additional \$400 for handicap detection field in the new handicap ramp.

A Smith/Adams motion carried 7-0 on a roll call vote to recommend to the Village Board to award the bid for the sidewalk entrance from the parking lot per Governmental Accountability Board (GAB) to be in compliance with a less than or equal to an 8% grade to Parking Lot Maintenance, Inc. in the amount of \$2,700 plus an additional \$400 for handicap detection field in the new handicap ramp.

**Discussion/Recommendation Cabaret License – Fireman's Festival August 6, 2016**

With Adams, Swisher and Wollin on the Fireman's Festival Committee, Semo, chair of Protection and Welfare called for the question. A Smith/Theder motion carried on a 4-0-3 roll call vote with Adams, Swisher and Wollin abstaining to recommend to the Village Board to approve a cabaret license for the Fireman's Festival on August 6, 2016 and waive the fees associated for the cabaret license.

**Discussion/Recommendation Administrator Job Description**

Swisher said there was discussion to remove the Administrator reporting to the Village President and only to the Village Board. According to village ordinance 50-1 the Administrator reports to the Village President and the Village Board. The job description and ordinance should be the same. Swisher said the job description should be more specific with guidelines as being a liaison with other boards, not profit organizations, townships, businesses and what we expect in the first three months, six months and a year. Semo recommended liaison to the JC School also.

A Swisher/Adams motion carried on a 6-1 roll call vote with Smith opposed to recommend to the Village Board to approve the administrator job description leaving the wordage the same as in Ordinance 50-1 and set realistic goals for the Administrator to develop relationships within six months with the School Board, Businesses, Historical Society, JC Chamber and work with the surrounding community townships and in one year accomplish the relationships.

**Discussion/Recommendation Ordinance for via telephone conference calls**

This ordinance would allow the absence of a Village Board member to participate by telephone. The absent members vote would not count for a quorum. Hammes asked the Committee to think about adoption of this ordinance, it does not have to be decided right now.

A Smith/Semo motion carried on a voice vote to table to the next Committee of the Whole meeting.

**Discussion/Recommendation Just Fix It WI Transportation Funding**

A Smith/Swisher motion carried on a voice vote to recommend to the Village Board to table the Just Fix It WI Transportation Funding.

**Discussion/Recommendation Relay for Life Watertown/Johnson Creek – “Paint the Town Purple”**

Relay for Life of Watertown/Johnson Creek requested to attach purple ribbons on the lamp posts in the downtown area from July 31<sup>st</sup> through August 7<sup>th</sup>.

A Semo/Smith motion carried on a voice vote to recommend to the Village Board to allow Relay for Life Watertown/Johnson Creek to “Paint the Town Purple July 31<sup>st</sup> through August 7<sup>th</sup>.”

**Discussion/Recommendation Transfer of old squad to Fire/EMS Department**

Chief Wolf prepared a memo to the board that the vehicle would be donated from the police department. The department has the lights and radio to make the vehicle serviceable.

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to approve the transfer of the old squad to the Fire/EMS department.

**Discussion/Recommendation Ball Field at Centennial Park – Maintenance**

After discussion about regrading, possibly tiling the ball fields in a future budget, what the village is currently doing in preparation of the field and the coaches problems with the fields, there was a Semo/Wollin motion carried on a voice vote to recommend to the Village Board to send to the Joint Recreation and to the coaches for further discussion on the preparation of the fields.

**Discussion/Recommendation Exercise Program at Library - Phyllis Schicker**

Schicker questioned the use of the community center, for no charge for their senior exercise program. They would also be in need of a tv and dvd player. She currently volunteers her time but said she travels in the winter time and requested a certified fitness instructor occasionally and that position be paid.

A Smith/Swisher motion carried on a voice vote to recommend to the Village Board to draft a letter to send to the Joint Recreation Committee and to set a date to discuss.

**Discussion/Recommendation Section 5.29 Continuing Education Reimbursement**

Swisher stated employee continuing education reimbursement requests gave the village administrator authority to approve these requests. Recommendation was to give the authority first to the Personnel and Finance chair and if the chair is not available then the Village President.

A Semo/Smith motion carried on a voice vote to recommend to the Village Board to approve giving the authority to approve continuing education request reimbursement to the Personnel and Finance chair and if chair is not available to the Village President.

**Discussion/Recommendation Fund Balance Policy**

Tara/Kevin with Johnson Block, the village auditors, recommended a fund balance policy assigning anything over a range of 25% to 30% of fund balance.

A Swisher/Albertz motion carried on a voice vote to recommend to the Village Board that staff work with the Village auditors for a fund balance policy.

**Discussion/Recommendation Capital Fund Funding**

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

An Adams/Semo motion carried on a voice vote to recommend to the Village Board to approve using the Capital Fund for debt capital items only.

**Discussion/Recommendation Fall Rummage-o-rama**

A Smith/Adams motion carried on a voice vote to recommend to the Village Board not to have a Fall Rummage-o-rama.

**Discussion/Recommendation John Brockner - 206 Shepherd St. – Replace Tree**

John Brockner confirmed the agreement that the Village offered to cut down and remove the dead tree in his back yard at 206 Shepherd St and replace it with another tree of his choice. The village received a quote from Two Guys Trimming in the amount of \$800.

An Adams/Theder motion carried on a 6-1 voice vote with Semo opposed to recommend to the Village Board to approve Two Guys Trimming in the amount of \$800 to remove the tree at 206 Shepherd St./ John Brockner and replace it this fall during fall tree planting.

**Discussion/Recommendation Quotes for Wood Fiber Chips Around Playground Equipment**

Street Superintendent Trumpf received three bids from the following for 125 cubic yards of wood fiber chips to be placed around the playground equipment at Bell Park: Gerber Leisure Products \$3,438, Minnesota Playground \$3,217.81 and Crescent Landscape \$2,460.

An Albertz/Theder motion carried on a voice vote to recommend to the Village Board to approve the quote from Crescent Landscape in the amount of \$2,460 for wood fiber chips around the playground equipment at Bell Park.

**Discussion/Recommendation Vandalism of Port-a-pots at Bell Park**

An Adams/Smith motion carried 5-2 with Wollin and Semo opposed on a voice vote to recommend leaving the port-a-pot where they are located in Bell Park.

**Discussion/Recommendation Set Meeting with Department Heads to discuss 2017 Capital Items**

Discussion was to give the department heads a memo requesting they prepare a capital items list prioritizing needs/wants and a realistic cost and bring to the next Committee of the Whole meeting.

**Update –Fire Department, Library & Village Hall Parking Lots - Scott Construction**

Scott Construction was going to redo the parking lots in June and we have not heard from them. Village staff will contact Scott Construction once again and report back to the village board.

**Upcoming Meetings:**

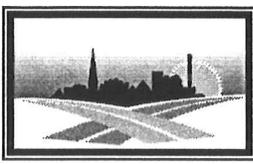
- a. Special Village Board – July 15<sup>th</sup> & July 16<sup>th</sup> –Interview Finalists
- b. Village Board – July 25<sup>th</sup> at 5:30 p.m.
- c. **Committee of the Whole – August 8<sup>th</sup>, 5:30 p.m.** – A Smith/Wollin motion carried on a voice vote to change the next Committee of the Whole meeting to August 3<sup>rd</sup> at 5:30 p.m. due to being the night before the election.

**Adjourn**

A Smith/Semo motion carried to adjourn at 8:11 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 5:31 p.m. The Pledge of Allegiance was recited.

In attendance: President John L. Swisher, Trustees: Laurie Adams, Fred Albertz, Tim Semo, Donald Smith, Dale Theder and Steve Wollin. Also in attendance: Library Director Luci Bledsoe, Street Superintendent Lee Trumpf, Fire/EMS 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 Wollin/Theder motion carried on a 7-0 roll call vote to approve claims totaling \$311,452.89.

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

**Department Schedules/Reports**

Police Chief Bleecker said the new squad is here and currently getting the decals on it. Bleecker has been to court three times for sexual assault cases. The State is doing their annual compliance with all the tobacco retailers. The HWY 26 speed grant is going well and will continue until September. A traffic stop ended up with a large meth find and the metro unit was called in.

Water/Sewer Superintendent Aric Mindemann reported that the tower has been cleaned, the new pickup has been delivered and they are currently exercising valves and doing hydrant maintenance.

Street Superintendent Lee Trump said they are painting the streets downtown with the yellow paint and then will begin with the white paint. Trustee Adams questioned if the repairs at Firemans Park will be completed before the festival. Trump stated PLM will not be able to come in prior to the festival.

Fire/EMS Chief Jim Wolf said on June 26<sup>th</sup> the department attended the wake of Babe Wishowski who was with the fire department for 49 years. The racks that were donated by Velero are in use and working out great. Seven of the new turnout gear were destroyed at an accident and must be replaced. Wolf stated the police department and Fire/EMS share the administrative assistant and there is not enough time for her for both departments. The police department recommend her full time with them and Wolf hire a 25 hour person that is cross trained with fire and paramedics. Swisher stated this would be discussed at budget time.

Library Director Luci Bledsoe said that next week concludes the summer program. An article from the Daily Union was distributed to each board member regarding a bike safety program that was given to the early literacy story hour. The next big event is the child safety fair August 11<sup>th</sup> from 5 – 7 p.m., and she hoped to see all of us there.

**Public Comment**

Nate Holland – N4753 Paradise Rd – Helenville – stated Centennial Park needs serious work and fearing the loss of many parents and kids from the program. The Pee Wee team made the end of year tournament, which was great. They missed out on lots of practices and one game could not be rescheduled because it was the end of the season. Some practices were held at the high school and others the kids just missed out on due to the state of the fields. The fields need serious work done to them especially when all the surrounding communities could play on their fields the days we were unable to. Swisher said we are taking a definite look at the issues and are taking a serious look at this problem. We will continue to talk at the Committee of the Whole and will move forward on a solution.

Butch Klug – 130 N. Watertown St – Chair of the Police and Fire Commission said Chief Wolf needs to get the turnout gear ordered that was destroyed at an accident and Chief Bleecker has hiring issues that should be addressed. He also stated youth ball has been strong throughout the years and was disappointed when he attended a game in Farmington and saw lots of Johnson Creek residents wearing Farmington shirts. They stated the user fees are too high in Johnson Creek. Swisher said we need to get together with the joint recreation and get resolutions on all issues within the program.

**Notices and Discussion**

Trustee Semo thanked the department heads for giving up their Saturday for interviews and greatly appreciated it.

**Committee/Commission Reports**

- A. Unapproved Committee of the Whole Minutes of July 11, 2016 - *for Information Only*
- B. Unapproved Plan Commission Minutes of July 11, 2016 - *for Information Only*

**Resolution 73-16 Awarding the Sale of Approximately \$1,310,000 General Obligation Promissory Notes, Series 2016A**

David Anderson, with PFM said the actual sale was \$1,300,000 at a 1.67% true interest cost. This sale included fire/EMS borrowing for the fire building \$783,240, fire truck \$55,000 and heart monitor \$52,338. The general fund borrowing included the end loader \$34,276, Aztalan Street \$42,456, Union Street demolition \$32,800, the boom mower \$31,930 and for the Centennial Park parking lot in the amount of \$232,982. Trustee Adams questioned if MSA fees were included in the Centennial Park bid/borrowing.

A Semo/Albertz motion carried on a 5-2 roll call vote with Smith and Wollin opposed to approve Resolution 73-16 awarding the sale of \$1,300,000 general obligation promissory notes, series 2016A.

**Update on Aztalan St. Mill, Overlay and Asphalt**

The Johnson Creek School is still waiting to hear from the DNR on approval of the sidewalk on Aztalan St to the new school site. It is the recommendation of the County and our Village Engineer to wait until next year to complete the mill, overlay and asphalt on Aztalan St., as we will not be losing the LRIP funding.

It was recommended to put on the agenda of the next Committee of the Whole meeting the placement of the three-way stop signs now.

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

Swisher asked that the following be pulled from the consent agenda: #E - Resolution 75-16 and #I- Resolution 79-16. Clerk Dykstra asked that #H Resolution 78-16 operators licenses be pulled due to a correction within the Resolution.

A Theder/Adams motion carried on a 7-0 roll call vote to approve consent agenda items A-D and F-G of the consent agenda.

Trustee Semo took over for President Swisher for a motion for item E- Resolution 75-16 award bid to add gate in fence at Fireman's Park. A Theder/Albertz motion carried on a roll call vote 3-1-3 with Smith opposed and Adams, Swisher and Wollin abstaining to approve Resolution 75-16 awarding the bid to add a gate in the fence at Firemans Park.

Trustee Semo asked for a motion for item H-Resolution 78-16 Operators Licenses for 2016/2017. A Smith/Albertz motion carried on a voice vote to approve Resolution 78-16 operators' licenses for 2016/2017.

Trustee Semo asked for a motion on item I-Resolution 79-16 Cabaret License – Fireman's Festival at Firemans Park approving the license and waiving the fee. A Smith/Semo motion carried 4-3 on a roll call vote with Adams, Swisher and Wollin abstaining to approve Resolution 79-16 a cabaret license for the Fireman's Festival at Firemans Park and waiving the application fee.

- A. Minutes:
  - I. Village Board June 20<sup>th</sup>
  - II. Special Village Board July 7<sup>th</sup>, July 16<sup>th</sup> and July 18<sup>th</sup>
- B. Recommendation from Plan Commission:
  - I. Amended Site Plan – Johnson Creek School District – Sidewalk – *approve subject to Village Engineer*
  - II. JC School – 2<sup>nd</sup> Exit to Elementary School Parking Lot– *MSA contact DOT if they allow 2<sup>nd</sup> exit*
  - III. ETZA – George and Ruth Ducklow – Town of Farmington – *back to PC and VB after a final CSM presented*
- C. Recommendation from Committee of the Whole
  - I. WE Energies Electric Services – 620 Midge St.– *approved 200 amp*
  - II. Wright Rd Erosion Control – *move forward and fix problems on all properties*
  - III. Black Walnut Estates Walking Path/Bridge/Lawn Maintenance – *refer to Attorney Hammes/Engineer Lord*
  - IV. Bell Park Community Project – *refer back to Committee of the Whole*

- V. Bell Park Hours – *table to a later date*
- VI. Fireman’s Festival – Water Usage – *approve waive fees*
- VII. Ordinance for via telephone conference calls – *refer back to COW*
- VIII. Just Fix It WI Transportation Funding – *table*
- IX. Relay for Life Watertown/Johnson Creek – “Paint the Town Purple” July 31<sup>st</sup> – August 7<sup>th</sup> - *approved*
- X. Transfer of Old Squad to Fire/EMS Department – *approve transfer*
- XI. Ball Field at Centennial Park – Maintenance – *Send to Joint Recreation and pass onto coaches*
- XII. Exercise Program at Library – Phyllis Schicker – *draft letter to Joint Recreation and set meeting date*
- XIII. Section 5.29 Continuing Education Reimbursement–authority to P & F Chair & if not available Village President
- XIV. Fund Balance Policy – *have staff work with auditor for a Fund Balance policy*
- XV. Capital Fund Funding – *for debt capital items only – change will be made in the internal controls*
- XVI. Fall Rummage-o-Rama – *recommended only a spring rummage-o-rama*
- XVII. John Brockner – 206 Shepherd St. - *remove tree by Two Guys Trimming \$800 and replace tree*
- XVIII. Vandalism of Port-a-pot at Bell Park – *leave placement of port-a-pot the same in Bell Park*
- D. Resolution 74-16 Simplified Rate Case Water Utility
- E. Resolution 75-16 Award Bid to Add Gate in Fence at Fireman’s Park
- F. Resolution 76-16 Award Bid - Municipal Building Entrance of 8% Grade
- G. Resolution 77-16 Award Bid - Wood Fiber Chips for Bell Park
- H. Resolution 78-16 Operators Licenses 2016/2017
- I. Resolution 79-16 Cabaret License – Fireman’s Festival– Fireman’s Park

**Resolution 80-16 Turnout Gear - Replacement- Insurance Claim**

Seven sets of turnout gear were damaged at an accident and needs to be replaced. The purchase of the turnout gear will come from funds to be paid from an insurance claim with the exception of the \$1,000 deductible.

An Albertz/Smith motion carried on a 7-0 roll call vote to approve Resolution 80-16 turnout gear replacement from the insurance claim.

**Discussion/Action Request to Extend Option for BBC Land Venture**

Attorney Hammes stated BBC is requesting to extend the option to purchase by August 24<sup>th</sup>.

A Semo/Smith motion carried on a voice vote to approve the request to extend the option for BBC Land Venture.

**Discussion/Action Adopt Resolution 81-16 Removing Title Restrictions in the Village of Johnson Creek**

Attorney Hammes stated this eliminates prior restrictions from prior agreements and clears the title on all the properties on Resort Drive.

A Smith/Wollin motion carried on a voice vote to approve the adoption of Resolution 81-16 removing title restrictions in the Village of Johnson Creek.

**Update Resolution 63-16 Authorizing Water Department to Bid Water Loss Study**

The cost to do the water loss study was between \$385-\$1,265 and falls below the bidding process.

A Smith/Semo motion carried on a voice vote to approve using American Leak Detection for the water loss study.

**Discussion/Recommendation Amended Administrator Job Description**

The following was included in the administrator job description:

**RELATIONSHIPS**

**DEVELOP RELATIONSHIPS AND SET GOALS WITHIN SIX MONTHS WITH:**

Johnson Creek School Board, Local Businesses, Johnson Creek Historical Society, Johnson Creek Chamber of Commerce, Surrounding Community Townships and Non-Profit Organizations.

**ACCOMPLISH RETLATIONSHIPS WITHIN ONE YEAR**

An Albertz/Wollin motion carried on a voice vote to approve the amended administrator job description.

VILLAGE BOARD MEETING  
July 25, 2016

**Discussion/Recommendation Fireman's Festival Staffing**

After discussion, Trustee Semo asked for a motion. There was a Smith/Albertz motion that carried on a 3-1-3 roll call vote with Theder opposed and Adams, Swisher and Wollin abstaining to have two village street employees work their regular hours on Saturday, August 6<sup>th</sup> from 7a.m.-3 p.m. and they will also be available on call if issues arise after they leave at 3 p.m.

**Approve Hire of Timothy Gray, Part Time Police Officer Replacing Michael Zenoni**

An Albertz/Theder motion carried on a voice vote to approve hiring Timothy Gray as a part time police officer replacing Michael Zenoni.

**Resignation/Appointment of Zac Deal on the Police and Fire Commission - term expires May 2017**

President Swisher appointed Steve Brown – 330 West Street to fill the resignation of Zac Deal, whose term expires May 2017.

A Swisher/Semo motion carried on a voice vote to approve the appointment of Steve Brown to the Police and Fire Commission.

**"Adopt-a-Flower Pot" award**

A Semo/Wollin motion carried on a voice vote to award the "adopt-a-flower pot" to Eve Stiff. This flower pot is located in front of the Post Office.

**Update – Final Bids Received from Items Sold on the Wisconsin Surplus Auction**

An Adams/Wollin motion carried on a voice vote to review items not sold to the next Committee of the Whole meeting on August 3<sup>rd</sup>.

**Discussion/Recommendation - Waive Fireman's Festival Fireworks Application Permit Fee - \$100**

Trustee Semo took over and asked for a motion on waiving the fireworks application permit fee of \$100 for the Fireman's Festival.

An Albertz/Theder motion carried on a 4-0-3 roll call vote with Adams, Swisher and Wollin abstaining to approve waiving the Fireman's Festival fireworks application permit fee of \$100.

**Upcoming Meetings:**

- A. Plan Commission – August 3<sup>rd</sup>, 2016 – 5:00 p.m. – Note change of date
- B. Committee of the Whole – August 3<sup>rd</sup>, 2016 – 5:30 p.m. – Note change of date
- C. Village Board – August 22<sup>nd</sup>, 2016 – 5:30 p.m.
- D. Town of Watertown Meeting re: Fire District Coverage – July 25, 2016 at 7:00 p.m.

**Adjourn**

A Wollin/Adams motion carried to adjourn at 6:40 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.

# VILLAGE OF JOHNSON CREEK

RECEIVED

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

JUL 22 2016

## Site Plan Application

Site Plan Application Required per Village Code - Chapter 250-127

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

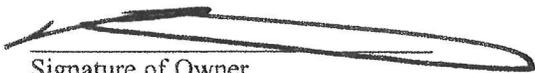
- Twenty (20) copies (11" X 17") folded to (8 1/2" X 11) of the site plan, completed application and Agreement for Reimbursable Services.
- Payment of \$300 for Site Plan Fee. (Village Code - Chapter 33 - Fees)
- Payment of Reimbursable Development Cost Fee. (See Appendix A) (Village Code - Chapter 33- Fees)
- Provide any additional information as required by the Building Inspector, Plan Commission or Village Board.

Please type this information if possible.

NAME OF PROJECT (Include Parcel Number)	JWR, INC. - MECHANICAL AND SCREENING 141-0715-0733-045
Owner's Name	David Wolf
Owner's Address	322 N. Watertown St. Johnson Creek, WI 53038
Owner's Phone # 920-988-4589	Fax # 920-699-2847
E-mail address:	dave@jwrinc.net
<del>Developer's Name</del> Applicant's Name	Boyd E. Coleman III
<del>Developer's Address</del> Applicant's Address	805 Clinton St. Waukesha, WI 53186
<del>Developer's Phone</del> Applicant's Phone	262-549-3222
<del>Developer's Fax #</del> Applicant's Fax	262-896-2079
Ordinance Number Permitting your use	
Present Zoning Classification	PB - Planned Business
Date of Plan Submittal	07-22-2016

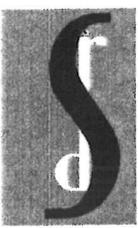
  
Signature of Petitioner

7/22/16  
Date of Signature

  
Signature of Owner

DAVID WOLF JWR INC

7/22/16  
Date of Signature



# STRUC RITE DESIGN, INC.

ARCHITECTURE & ENGINEERING

805 CLINTON STREET, WAUKESHA WI 53186

P. 262.549.3222 | www.srdinc.biz

Thursday, July 21, 2016

RECEIVED

JUL 22 2016

Attn: Village of Johnson Creek  
c/o Joan Dykstra

RE: Site Plan Review at 322 Watertown Street

To Whom It May Concern;

JWR Inc. is adding a spray paint booth as part of its operations located at the above address. As part of this operation they would like to install a makeup air unit that would sit on the ground within an enclosure.

See the attached drawings for further location and information on the unit and enclosure.

We are seeking review and approval on this at your Aug 3<sup>rd</sup> Plan Commission Meeting.

If you have any further question you can reach me at extension 2 at the number above.

Sincerely,

Boyd E. Coleman III; PE (E-25890)  
Struc Rite Design, Inc.  
Applicant for JWR Site Plan Approval



July 27, 2016

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

Re: JWR Inc. Enclosure Review  
Site Plan Review  
MSA PN 05114017

Dear Plan Commission Members:

MSA has reviewed the site plan provided on July 21, 2016 for the enclosure addition to the JWR Inc. site located along Watertown Street in the Village of Johnson Creek. MSA has the following comments:

**Site Plan:**

1. The enclosure will cause the loss of one tree. If possible relocate this tree within the property.
2. The enclosure area will be over and affect one of the current drain spouts from the roof. I am not sure how the drain spout is connected beneath the ground but with the pilings and such, this should be addressed to not interfere with the current drainage. I cannot tell from the drawings if the vent system interferes with the drain coming from the roof.
3. The area will drain away from the building down the parking lot as the current water drains across the pavement.
4. I am not aware of any environmental concerns with the air makeup units for the areas adjacent to the enclosure.

Nothing set forth in this review of the construction and development documents by the Village Engineer shall be construed as, nor intended to be, a waiver or release of any obligations imposed on the Developer or relieve the Developer from compliance with the Village of Johnson Creek ordinances, standards and policies or any other applicable state statute or administrative rule.

Sincerely,  
MSA Professional Services

A handwritten signature in black ink, appearing to read "Kevin C. Lord".

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

KCL:jhb

---

**Offices in Illinois, Iowa, Minnesota, and Wisconsin**

2901 INTERNATIONAL LANE, SUITE 300 • MADISON, WI 53704-3133  
608.242.7779 • 800.446.0679 • FAX: 608.242.5664

[www.msa-ps.com](http://www.msa-ps.com)

P:\5100s\5110s\511405114017\Documents\Phase 350 JWR Enclosure Addition\JWR Enclosure Review MSA 072716.doc



# STRUC RITE DESIGN, INC.

ARCHITECTURE & ENGINEERING

805 CLINTON STREET, WAUKESHA WI 53186  
P. 262.549.3222 / www.srdinc.biz

Tuesday, July 26, 2016

Attn: Plan Commission / Village of Johnson Creek

RE: Noise Levels @ 322 N. Watertown St.

Noise level readings were taken on 7/26/2016 at the south property line 30 feet from the southeast corner of the building. This is the corner to where the exterior portion of the air replacement system is to be positioned.

The conditions at this time were as follows: Sunny 84 ° F, Humidity 45%, & Winds SW 4 mph.

The continuous ambient sound readings ranged from 52dB to 56dB and the sounds primarily came from the building, where the overhead doors was in the open position, and consisted of operation of a power washer, steel grinder, stereo system playing music, and an exhaust louver on the south side of the building.

Adding the value provided in Table 250-92C(1) and (2) of 5dB for zoning district PB and 5dB the for day time operation only respectively, puts the ambient sound from 62db to 66dB.

Page three of this report is the sound level provided from the manufacture and is indicated as 77.5dB at a distance of 5'. Page two is a calculation of the anticipated sound level at the property and is shown as 61.94dB.

If you have any further questions on the readings or information you can reach me at extension 2 at the number above.

Sincerely,



Boyd E. Coleman III; PE (E-25890)  
Struc Rite Design, Inc.

7/20/2016

NOLA - Fan Submittal

Struc Rite Design, Inc. PROJECT 322 N. WATERTONS Page No. 16064

Phone 262-549-3222 DATE 7/26/2016 Job No. 16064

DESIGN Sema LTVL Designer bec

$L_2 =$  DETERMINES SOUND LEVEL @ SOUTH PROPERTY LINE

$L_2 = 30 \text{ Ft}$  SOUTH EAST CORNER OF BUILDING TO PROPERTY LINE

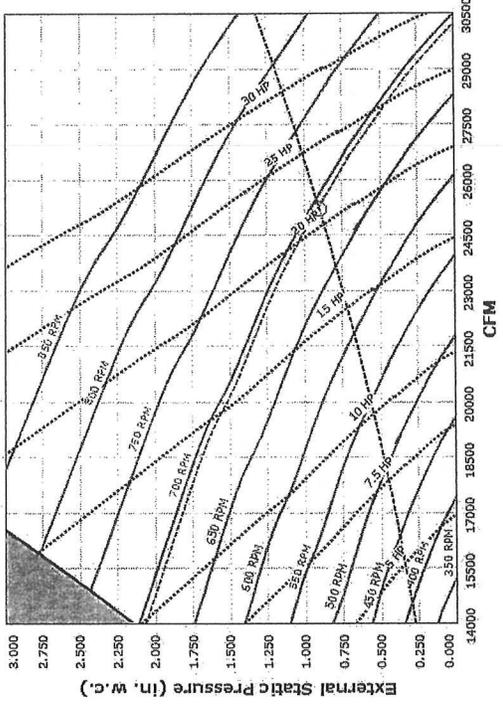
$r_1 = 5 \text{ ft}$   $L_1 = 77.5 \text{ dB}$  (SEE ATTACH)

$L_2 = L_1 - (20 \log \frac{r_2}{r_1}) = 77.5 \text{ dB} - (30 \log \frac{5}{30}) = 71.5 \text{ dB}$

$L_2 = 61.9 \text{ dB}$

25200 CFM, 0.903 SP @ 694 RPM and 20.717 BHP at 0 feet and 85° F (0)

\* Note: Curves are adjusted to job specific temperatures and altitude

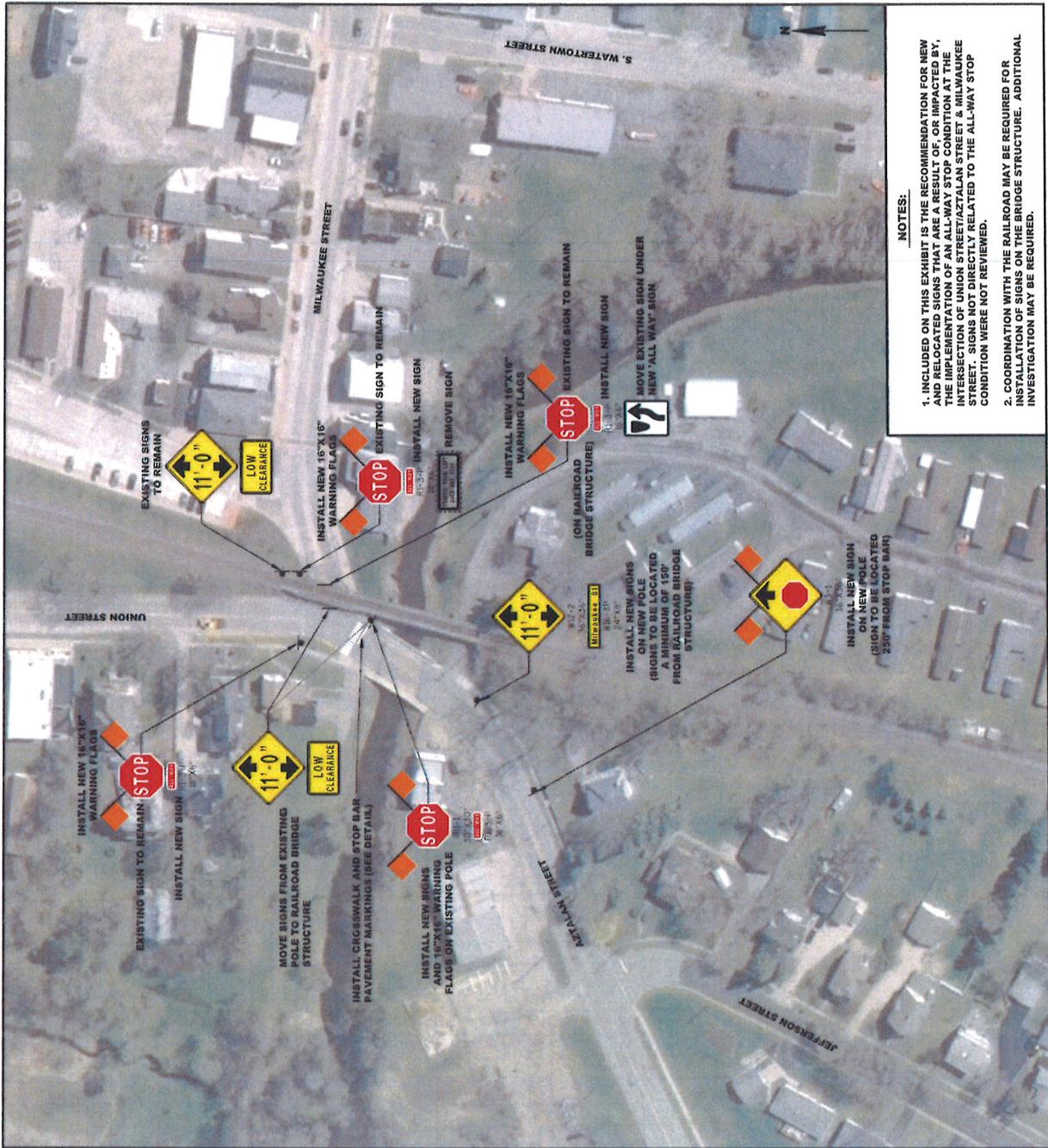


RAM 25 supply sound data @ 694 RPM:

LWA at 5 ft.: 89    Sones at 5 ft.: 31    DBA at 5 ft.: 77.5

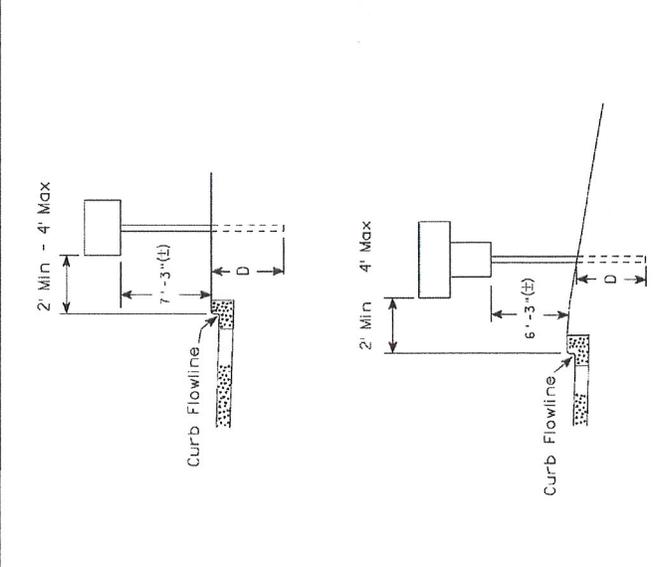
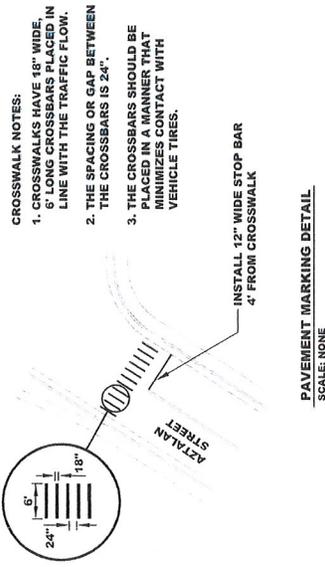
Distance Octave 1 Octave 2 Octave 3 Octave 4 Octave 5 Octave 6 Octave 7 Octave 8  
5 ft. 97.1 94.9 87.3 84.9 83.4 81.1 76.8 72.2

https://nola.caphysaire.com/Order/Fans/Submittal.aspx?file=23555498.mjfile=3973313



**NOTES:**

1. INCLUDED ON THIS EXHIBIT IS THE RECOMMENDATION FOR NEW AND RELOCATED SIGNS THAT ARE A RESULT OF, OR IMPACTED BY, THE IMPLEMENTATION OF AN ALL-WAY STOP CONDITION AT THE INTERSECTION OF UNION STREET/ASTLAN STREET & MILWAUKEE STREET. SIGNS NOT DIRECTLY RELATED TO THE ALL-WAY STOP CONDITION WERE NOT REVIEWED.
2. COORDINATION WITH THE RAILROAD MAY BE REQUIRED FOR INSTALLATION OF SIGNS ON THE BRIDGE STRUCTURE. ADDITIONAL INVESTIGATION MAY BE REQUIRED.



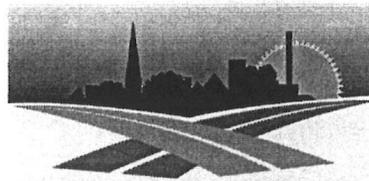
**POST EMBEDMENT DEPTH**

Area of sign installation ( Sq. Ft. )	0 ( Min )
Greater Than 20	4'
Greater Than 5'	5'

**SIGN INSTALLATION DETAIL**  
SCALE: NONE

# Village of Johnson Creek

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



Crossroads With A Future

---

July 28, 2016

Dr. Michael Garvey  
PO Box 39  
Johnson Creek, WI 53038

Re: Joint Recreation

Dear Dr. Garvey,

At recent village board meetings there has been discussion on the maintenance of the ball fields at Centennial Park and the process of scheduling the ball fields for games. Attached please find attached a letter from Matt Schlatter, the Johnson Creek Park Supervisor, which was presented to the village board on the current process of the baseball field preparation. The Village Board is committed to get resolutions on all issues within the program.

The Village Board also received a request from Phyllis Schicker who has been conducting a fitness program for the seniors. They are requesting an instructor to come and work with them once a month.

We are asking that the Joint Recreation committee meets very soon to discuss the above issues, future direction and the budget for 2017. We ask that you also invite the Johnson Creek Village Board to this meeting.

Thank you so much for your time and let us know when the next Joint Recreation Committee will be meeting.

Sincerely,

John L. Swisher  
Village President

## Baseball Field Prep

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

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

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



Matt Schlatter

Johnson Creek Park Supervisor

July 11, 2016

John L. Swisher  
119 Depot St.  
Johnson Creek, WI  
johns@johnsoncreekwi.org

Dear Members of the Board:

I have been a coach for the Johnson Creek youth for many years in different sports to include football, wrestling and baseball. I have coached the baseball team along with Nate Holland and Chad Rouhoff for the past four years. As coaches, we thoroughly enjoy teaching the children the skills of baseball and watching them grow year to year, both in baseball skills and as children. On average, we spend about three hours a week coaching the children at practice and up to 12 hours a week coaching the children at games in the various communities.

We have observed how other communities parks are taken care of and have heard from many visiting coaches and parents when they attend games at Johnson Creek's Centennial Field. We raised concern to the board last year when the year began with regard to the conditions of the field at Centennial Field. At that time, a visiting parent handed me his business card and told me to call him to take care of mowing the grass so the kids could find a baseball when it was hit in the grass. The response was recent rain did not allow for the fields to be mowed. We were also told to give the village a chance and they would take care of it and field conditions would improve.

2016 and we have a new year of baseball. Now are children are at the age of more competition (scores are now kept) and their skills are improving and need to improve if they want to learn the game and compete with their peers in other communities. We are unable to effectively do this in Johnson Creek due to the lack of practice facilities that the children can use. That is unless the coaches, who already devote many hours a week to the game, show up hours early and rake the fields. There has been many occasions when we have shown up days after the last rainfall to still find standing water in the field and in the dugouts. In addition, the coaches are showing up before games to get the children warmed up and ready to play. Instead of devoting our attention to that, we spend our time raking and marking the fields for play. Did I mention we rake the fields by hand even though we have a machine in the shed that sits idle because we are not allowed to use it?

To give you some specific examples, last week Wednesday, July 6, one of our teams played baseball in Watertown. They had four games going on at the same time, utilizing all of their fields that were raked, marked and playable when the coaches arrived. In contrast, on the same day, one of the coach pitch teams had a scheduled game in Johnson Creek at Centennial Field. This was against Farmington. When Farmington showed up, they observed the Johnson Creek coach working feverishly trying to rake out the fields so that they could be played on. The Farmington coach went up to our coach and told him not to worry about it. Nothing could be done at that point to get the field in a condition that the children could play. Instead, they played baseball by putting loose bases in the outfield and had the children play out there. That is embarrassing and uncalled for. I know all of this because I heard it from the Farmington coach later that night. Not to mention, the Farmington coach mentioned they could have played in Farmington at the same time and their fields were ready to be played on.

Rescheduling practice is nearly impossible now with the busy schedules of parents with more than one child and other summer activities that occur. This also makes it very hard to reschedule baseball games. We are having a very difficult time doing that now for two games that we have had to cancel. This is due to field conditions, not because of rain at the time of the game.

Another way to drive the point home is look at what parents in your community are doing. I know of several parents, some who live in the subdivision that Centennial Park is in, that take their children to neighboring communities to play baseball. We have talked to them and they say that it is because they know about how Johnson Creek handles the field conditions.

I am here tonight, missing my son's baseball game, to get the point to you. The other coaches are handling the game tonight on their own so that I could be here. Last year we were told to give it a chance and things would improve. We are spending \$300,000 on a parking lot for Centennial Field that doesn't get used now because of field conditions and won't get used in the future because of parents taking their children to other communities to play baseball. Things haven't changed. The dugouts remain unfinished as they were last year (and probably the year before that), the fields remain subpar and unplayable for both practice and games, and children are not getting the practice they need at this young age.

We as coaches have seen this go on for far too long and are at our breaking point. We can no longer do this. This will be our last year coaching the children in Johnson Creek.

It is not because we don't enjoy coaching the children, it is because of all the other problems that we have had to deal with concerning the field conditions. We will be following many other parents in the community and taking our children places that have adequate facilities for our children to practice and play games on. We did not want to see it come to this. This is a serious problem needing serious attention. Please take this time to address the issues with Johnson Creek field conditions and we can revisit coming back to Johnson Creek in a few years.

Sincerely,

William Mattered  
Nate Holland  
Chad Rouhoff

RECEIVED

JUL 29 2016

BDT LLC Company

North Diamond \$5000

South Diamond \$4000 includes Gravel

Main To Get To Diamond \$1000

\$10,000

Includes Tile & Labor & Gravel Complete

This is pattern tiled at 20' space  
20" Deep.

The space can be increased if you  
want to save some money. This  
would be up to the owner.

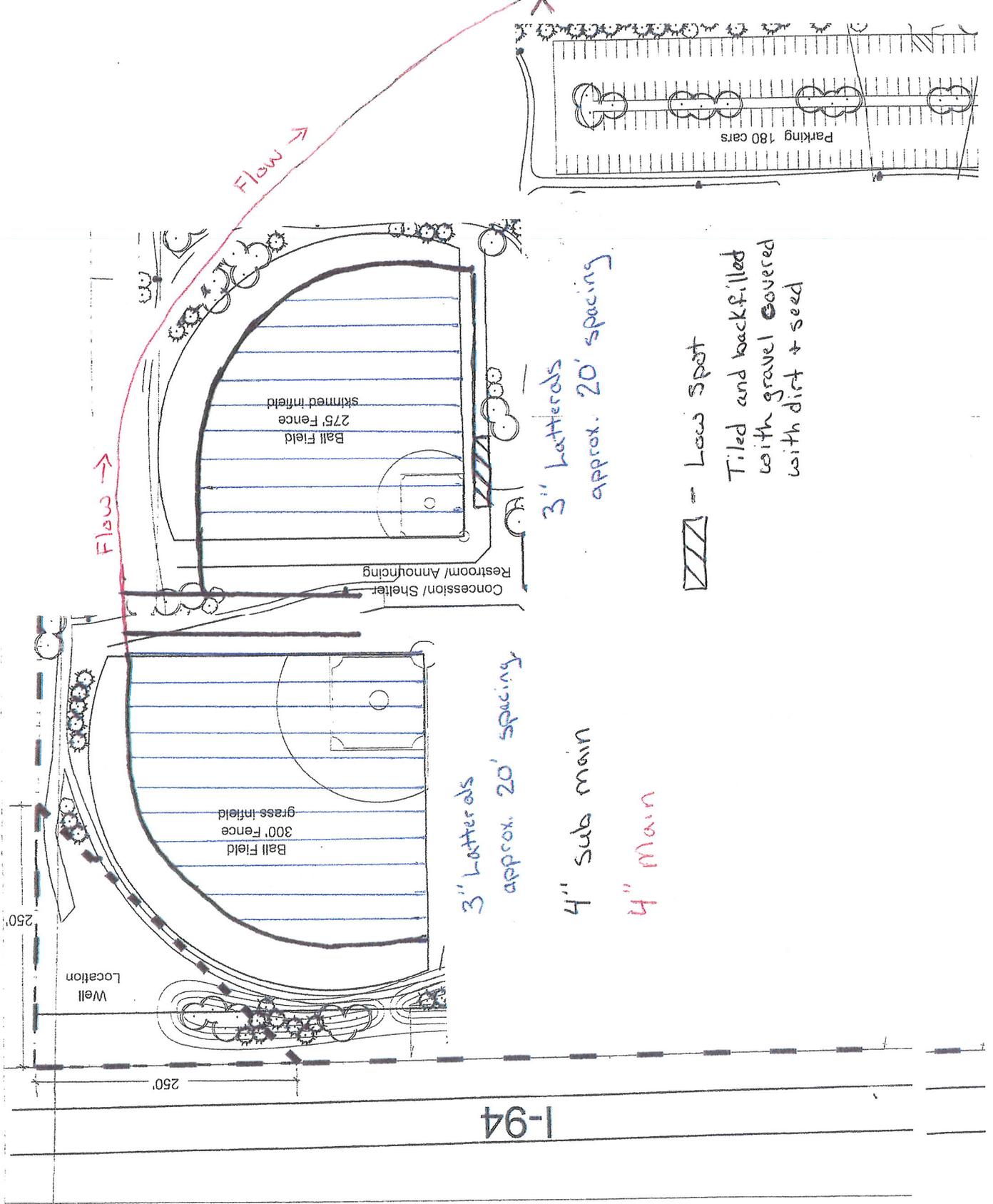
Mike Walter

920-285-1742

Thank You

# Preliminary Master Plan

## I Park



**From:** John Swisher <[johns@johnsoncreekwi.org](mailto:johns@johnsoncreekwi.org)>  
**To:** Phyllis Schicker <[schickerpa@tds.net](mailto:schickerpa@tds.net)>  
**Cc:** Michael Garvey <[garveym@johnsoncreekschools.org](mailto:garveym@johnsoncreekschools.org)>  
**Sent:** 7/25/2016 3:44 PM  
**Subject:** Re: Update on Senior Exercise program

Phyllis,

That is great news. It is so nice when we work together to resolve concerns and/or needs of others. A big thank you to both Chad Hayes and Dr. Garvey for coming up with a solution to this need.

Keep me posted on how this works out for your group.

Sincerely,

John L. Swisher  
Village President  
Johnson Creek, Wisconsin

**From:** Phyllis Schicker <[schickerpa@tds.net](mailto:schickerpa@tds.net)>  
**To:** John Swisher <[johns@johnsoncreekwi.org](mailto:johns@johnsoncreekwi.org)>  
**Sent:** 7/25/2016 2:43 PM  
**Subject:** Update on Senior Exercise program

John,

I want to bring you and the Village Board up-to-date on the senior exercise program. I have been in contact with Chad Hayes, the Recreation Director at the high school. He has consulted with Dr. Garvey and they have agreed to let us use the gym in the old high school. They also have a TV and DVD player available for us to use. We will schedule our exercise sessions through mid-June of 2017.

So at this point we won't need to use the Community Center. However, if the Board can work with Chad to make arrangements for a fitness instructor to come and work with us once a month, that would be much appreciated.

Thank you,  
Phyllis Schicker

## Memo

Date: July 26 2016  
TO: Village Board  
FROM: Chief Gary Bleecker  
Re: Part-Time Officer

---

I am requesting to fill one part-time patrol officer vacancy. This is needed to help keep our overtime budget under control. To keep ahead of the lengthy hiring process, I have already taken applications, interviewed and performed background investigations on replacement officers.

I am proposing hiring Patrick Hogan. He is a resident of Sullivan and is currently working for Oconomowoc Police Department. Patrick has worked for Oconomowoc PD for 16 years. Prior to being hired by Oconomowoc he worked for five years at the Village of Summit Police Department. If anyone has questions, please call me.

Gary Bleecker, Chief  
Johnson Creek Police Department

## Joan Dykstra

---

**From:** Benjamin Wehmeier <BenjaminW@jeffersoncountywi.gov>  
**Sent:** Thursday, July 28, 2016 11:22 AM  
**To:** 'Joan Dykstra'  
**Cc:** John Swisher  
**Subject:** RE: 2015 amounts paid by the other Municipalities  
**Attachments:** image001.png

Joan –

All the communities have been paying the \$1 per capita up to this point. For those communities that are split between county lines, this has been based on their pro-rate share for the portion of their community in Jefferson County.

Here is the breakdown.

	2015	2016
Cambridge	156	108
Johnson Creek	2,879	2,908
Fort Atkinson	12,364	12,355
Jefferson	7,922	7,914
Lake Mills	5,758	5,840
Waterloo	3,323	3,330
Watertown	15,472	15,414
Whitewater	1,593	3,226
Jefferson County	83,974	84,255

Let me know if any questions.

Ben Wehmeier  
County Administrator

**Courthouse**  
311 S Center Ave – Rm. 111  
Jefferson, WI 53549

Phone: (920) 674-7101  
Fax: (920) 675-0068

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

“Jefferson County: Responsible government advancing quality of life.”

Note:  
 Items in Red - JCEDC  
 Items in Blue - GHDP

Amount as of December 31, 2015 (Reserve)

	2017		2017 GHDP Proposed Budget	2017 JCEDC Proposed Budget	2017 GHDP Proposed Budget
	Revised Budget	JCEDC/ GHDP Proposed Budget			
	\$ 231,493				
Grant Income	\$ 28,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,000.00
Public Sector Investment at \$1, \$1.5 rates	\$ 135,350	\$ 235,943	\$ 235,943	\$ 235,943	\$ 6,000.00
Counseling Admin Income	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 18,654.00
Merger	\$ 60,000				\$ 15,000.00
Event Income	\$ 3,500	\$ 20,000	\$ 20,000		\$ 8,678.00
GHDP Income - General Donations	\$ 219,804	\$ 400,000	\$ 400,000		\$ 5,018.00
Transfer from Reserve					\$ 45,000.00
		\$ 218,921	\$ 218,921		\$ 10,000.00
					\$ 126,593.00
					\$ 235,943.00

*Last years*

*Breakdown for the \$235,943.00*  
*Last year*  
 2408 - V-Cambridge 1,460 \$ 1,000.00  
 12,367 - V-Johnson Creek \$ 6,000.00  
 7,926 - C-Fort Atkinson \$ 18,654.00  
 5,748 - C-Jefferson \$ 15,000.00  
 3,321 - C-Lake Mills \$ 8,678.00  
 23,365 - C-Waterloo \$ 5,018.00  
 14,977 - C-Watertown \$ 45,000.00  
 Jefferson County \$ 10,000.00  
 \$ 126,593.00  
 \$ 235,943.00

Contract for Services from GHDP to JCEDC

Total JCEDC Income	\$ 250,943	\$ 218,921	\$ 218,921	\$ 43,000
Total 501c3 Income	\$ 430,000			
<b>TOTAL INCOME</b>	<b>\$ 246,850</b>	<b>\$ 670,943</b>		
<b>Total Income with Reserve</b>	<b>\$ 478,343</b>			

Wages/Payroll & Benefits	\$ 188,727	\$ 397,000	\$ 397,000.00	
Vested Benefits Reserve	\$ 12,186	\$ 31,760	\$ 31,760.00	
Membership Dues	\$ 2,300	\$ 5,000	\$ 5,000.00	
Mileage - JCEDC	\$ 3,225	\$ 500	\$ 500.00	
Commercial Travel - JCEDC	\$ 550	\$ 1,000	\$ 1,000.00	
Meals - JCEDC		\$ 500	\$ 500.00	
Lodging - JCEDC		\$ 1,000	\$ 1,000.00	
Other Travel & Tolls - JCEDC		\$ 200	\$ 200.00	
Training Materials	\$ 4,000	\$ 4,000	\$ 4,000.00	
Telephone/IP Telephone	\$ 400	\$ 400	\$ 400.00	
Cell Phone/Wireless Internet	\$ 2,000	\$ 3,360	\$ 3,360.00	
Maintain Machinery & Equipment	\$ 850			
IP Telephony Allocation	\$ 397	\$ 197	\$ 197.00	
MIS PC Group Allocation	\$ 6,738	\$ 6,898	\$ 6,898.00	
MIS Systems Group Allocation	\$ 1,207	\$ 1,469	\$ 1,469.00	

2017

JCEDC/  
GHDP

	2016 JCEDC		2017 JCEDC		2017 GHDP	
	Revised Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Other Insurance	\$ 573	\$ 580	\$ 580.00			
Wisconsin River Rail Transit Comm	\$ 14,000	\$ 14,000	\$ 14,000.00			
Office Supplies - JCEDC	\$ 4,300	\$ 2,000	\$ 2,000.00			
Special Initiatives*	\$ 20,000	\$ 40,000			\$ 40,000	
Other Professional Services**	\$ 155,000	\$ 7,000			\$ 7,000	
Office Buildout	\$ 12,000	\$ -				
Office Equipment	\$ 3,500	\$ 600			\$ 600	
Computer Equipment/Software	\$ 1,700	\$ 2,000			\$ 2,000	
Office Supplies	\$ 4,300	\$ 5,000			\$ 5,000	
Printing & Duplicating (copier)	\$ 1,000	\$ 9,600			\$ 9,600	
Subscription	\$ 9,500	\$ 15,000			\$ 15,000	
Regional Economic Membership (MadREP, M7)	\$ -	\$ 30,000			\$ 30,000	
Opportunity Fund	\$ -	\$ -				
Marketing/Advertising	\$ 4,000	\$ 25,000			\$ 25,000	
Event Expenses	\$ 15,000	\$ 15,000			\$ 15,000	
Registration	\$ 1,000	\$ 5,000			\$ 5,000	
Professional Certifications	\$ -	\$ -			\$ -	
Mileage - GHDP	\$ -	\$ 7,500			\$ 7,500	
Commercial Travel - GHDP	\$ -	\$ 5,000			\$ 5,000	
Meals - GHDP	\$ 750	\$ 3,500			\$ 3,500	
Lodging - GHDP	\$ 300	\$ 2,000			\$ 2,000	
Other Travel & Tolls - GHDP	\$ 250	\$ 800			\$ 800	
Postage	\$ 1,000	\$ 1,500			\$ 1,500	
Web Page	\$ 200	\$ 200			\$ 200	
Repayment to JCEDC for Campaign Costs	\$ -	\$ 20,000			\$ 20,000	
<b>Total JCEDC Expenses</b>	<b>\$ 470,953</b>	<b>\$ 469,864</b>	<b>\$ 469,864</b>	<b># \$ 469,864</b>		
<b>Total 501c3 Expenses</b>	<b>\$ -</b>	<b>\$ 194,700</b>				<b>\$ 194,700</b>
<b>TOTAL EXPENSES</b>	<b>\$ 470,953</b>	<b>\$ 664,564</b>				

Note:

Items in Red - JCEDC  
Items in Blue - GHDP

JCEDC Reserve without Campaign	\$ 7,389	\$ 27,389
JCEDC Reserve with Campaign	\$ -	\$ 6,379
501c3 Reserve	\$ -	\$ 33,768
<b>Total Remaining Reserve</b>	<b>\$ -</b>	<b>\$ 33,768</b>

RESOLUTION 82-16

TRANSFER OF IMPACT FEES FOR GENERAL OBLIGATION DEBT SERVICE

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

WHEREAS, the Village of Johnson Creek approved an Impact Fee based on the needs of new development, and

WHEREAS, Impact Fees have been collected for projects outlined in the Village of Johnson Creek Impact Fee analyses, and

WHEREAS, the projects have been undertaken by action of the Board of Trustees of the Village of Johnson Creek within a reasonable amount of time,

THEREFORE, BE IT RESOLVED, the Board of Trustees of the Village of Johnson Creek approves the transfer of \$4,095.00 from 01-115.150, the Parks and Recreation Impact Fee account to the General Fund Surplus 01-100.003 for the interest payment on the \$1,165,000 refinancing of the \$1,925,000 borrowing as related to Park Improvements in the Impact Fee Analyses, and

BE IT FURTHER RESOLVED, that the Village Clerk/Treasurer is authorized to effectuate such transaction.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 22<sup>nd</sup> day of August, 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk - Treasurer

RESOLUTION \*\*-16

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**CABARET LICENSE  
 ST. GABRIEL THE ARCHANGEL PARISH,  
 ST. MARY MAGDALENE CATHOLIC CHURCH  
 AT 417 UNION ST. – JOHNSON CREEK COMMUNITY CENTER**

---

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

**WHEREAS**, the Village permits a Cabaret License for any live entertainment within the Village, and

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

**WHEREAS**, Denise Nelson for St. Gabriel The Archangel Parish, St. Mary Magdalene Catholic Church has requested a Cabaret License for September 10, 2016 for their 3<sup>rd</sup> annual pig roast at 417 Union St. from noon until 10 p.m., and

**NOW THEREFORE BE IT RESOLVED**, that the Village Board of Trustees of the Village of Johnson Creek does hereby grant a Cabaret License at 417 Union St. on September 10, 2016 from noon until 10 p.m. to Denise Nelson for St. Gabriel The Archangel Parish, St. Mary Magdalene Catholic Church, and

**BE IT FURTHER RESOLVED**, that the Village Clerk-Treasurer has the authority to effectuate this resolution.

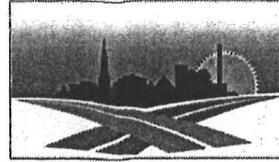
**PASSED AND ADOPTED** by the Village Board of Trustees this 22<sup>nd</sup> day of August 2016.

ATTEST:

\_\_\_\_\_  
John L. Swisher, Village President

\_\_\_\_\_  
Joan Dykstra, Clerk – Treasurer

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



Crossroads with a Future

**CABARET LICENSE APPLICATION – CHAPTER 115**

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

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

\*Date(s) Event: 9/10 to 9/10/16 Time(s) Event: noon to 10 pm

Location Address: 411 Union St, Johnson Creek, WI 53038

Specific Premise(s) to be licensed: Johnson Creek Community Ctr.  
 (Attach a map of the location/premise)

Name of Business and/or Event: St Gabriel the Archangel Parish

Name of Owner/Company of Premise: St. Mary Magdalene Catholic Church, Pig Roast

Full Name of person taking out license: Denise Nelson

Full Address of Applicant (street, city, state, zip): N7005 Waldmann Ln.  
Watertown, WI 53094

Contact Phone #: 920-699-2165

Please list any experience in operating a Cabaret licensed event with dates and location:  
— St. Mary event 2015

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

Will you be serving alcohol?  Yes / No (Circle One) beer + wine only

If Yes:

Do you have a Class B Beer and/or Liquor license? Yes  No (Circle One)

Do you have a Class B Picnic license? Yes  No (Circle One) But will need one -encl.

Signature of Owner/Applicant Denise M. Nelson Date: 7-27-16

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

Amount Paid at time of application: (CABA) \$ <u>60</u>	Cash or Check# <u>21774</u>
Signature of Clerk: <u>[Signature]</u>	Date: <u>7/28/16</u> Res#: _____
Signature of Administrator: _____	Date: _____
Signature of Chief of Police: _____	Date: _____

## INTERNAL CONTROLS FUND BALANCE

The "Village" recognizes the need to maintain an operating reserve in the General Fund for the following purposes:

- Hold adequate working capital to meet cash flow needs during the fiscal year.
- Reduce the need for short term borrowing.
- Serve as a safeguard for unanticipated expenditures of the Village.

Any excess of revenues and other financing sources over expenditures and other financing uses at the end of the fiscal year will be added to the fund balance. The Village will work to achieve and then maintain an unreserved balance in the General Fund to provide for unanticipated expense of a non-recurring nature. It is the goal of the Village to achieve and maintain a General Fund unassigned fund balance at a minimum of 25% of the ensuring year's budgeted General Fund expenditures. It shall be used for either working capital, to help cover revenue shortfalls, unanticipated emergency expenditures, stabilize the tax rate, and provide liquidity.

The Village's long-term goal for fund balance is to achieve and then maintain a General Fund balance that would alleviate the need to borrow short-term for operational cash flow needs. The General Fund balance shall not be used for recurring costs in the operating budget.

Governmental fund balance amounts will be reported in conformance with generally accepted accounting principles and shall be reclassified not less than at the end of each fiscal year for general purpose financial statements as follows:

- Non-Spendable Fund Balance: The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- Restricted Fund Balance: The restricted fund balance classification shall be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed Fund Balance: The committed fund balance classification are amounts which are subject to limitation the government imposes upon itself at its highest level of decision making, and that remain binding unless removed in the same manner.
- Assigned Fund Balance: The assigned fund balance classification reflects amounts that meet neither the restricted nor committed for which the Village Board has delegated the authority to assign amount for specific purposes. The Village Board authorizes and directs the Village Administrator, or designee, to assign the fund balance, subject to Village Board approval, to the extent such assignment does not create a negative unassigned fund balance. Monies set aside for carryover appropriations, compensated absences, retirement obligations and contingencies are some of the examples to be included in the assigned category.
- Unassigned Fund Balance: The unassigned fund balance classification is the residual classification for the General Fund. The total fund balance less amounts categorized as nonspendable, restricted, committed and assigned equals unassigned fund balance. The General Fund is the only fund that should report a positive unassigned fund balance amount. It is also where negative residual amounts for all other governmental funds would be reported. An amount in excess of 30% is to be considered for assignment. The assignments of fund balance should follow the procedures above. Any undefined assignments should be considered assigned for capital projects and equipment.



**Paul Lessifa**  
R&R Insurance Services, Inc.  
Direct phone 262.502.3823  
Cell phone 262.442.2559  
Toll Free 800.566.7007  
Fax 262.953.1340

To Whom it May Concern / Village of Johnson Creek:

We are pleased to provide you a high level summary of you policy renewal with the League of Wisconsin Municipalities Mutual Insurance Program (LWMMI). Overall, for the LWMMI this year your premiums will remain flat with the following exceptions:

- **Auto** – Increased by approximately \$1,300 due to adding 2 more vehicles in 2016 that were not on the expiring policy for the full previous year.
- **Property including Contractors Equipment** – Thanks to the newly organized property company called the Municipal Property Insurance Company (MPIC) which was created by LWMMI, CVMIC and WMMIC in 2015, we are able to offer an option for municipality specific coverages and did obtain a quote. That quote reduced premium by approximately \$850.
- **Workers Compensation** – Unfortunately, the Village of Johnson Creek has experienced an increase in this premium for 2016-2017 of approximately \$5,150. This is a result of 2 main factors. Firstly there was an estimated increase in payrolls of about \$30,000 which is part of the premium formula resulting in a premium increase of about \$975. Secondly, there was an increase in claims in the 3 years that are used to determine premium by the Workers Compensation Rating Bureau. That will impact the villages' mod which will determine your discount or charge for the year. Due to the increases in claims, the credit of 21% (a mod of 79) went down to 7% (a mod of 93). That resulted in an increase in premium of approximately \$4,140. Note that the way to control the discount is to control and manage employee related injuries and the claim values and type.

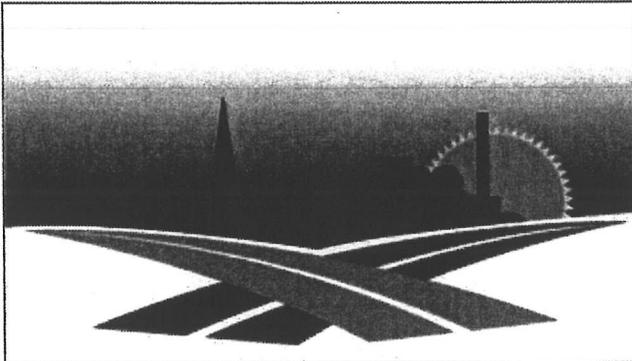
Based on the above there is an overall increase to the premium for the Village of Johnson Creek of approximately \$5,695 mainly as a result of workers compensation and adding 2 vehicles. There was an offset from MPIC as the recommended property carrier. Finally, as a member of the LWMMI, we have returned premium in the form of a dividend to our member municipalities of about \$2,000,000 per year over the last few years and the Village of Johnson Creek does participate in that (\$7,664 and \$7,649 in 2015 and 2014 respectively). Although not guaranteed, the LWMMI dividend has provided an offset to premiums.

the knowledge brokers™

# Village of Johnson Creek

Crossroads With A Future

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**AMENDED  
RESOLUTION 67-12**

**ROOM TAX ALLOCATION  
JOHNSON CREEK CHAMBER OF COMMERCE**

---

Village Board 7-9-12 refer to next meeting 5-0

Village Board 7-23-12 amended (5-1)

- 2) *"Payment by the Village of the quarterly room tax contribution shall be contingent upon the Executive Director of the Johnson Creek Chamber submitting quarterly financial statements of all room tax expenditures from the previous quarter."*
- 3) *"Johnson Creek Chamber of Commerce shall submit an annual budget of all proposed room tax expenditures for the next year by October 1<sup>st</sup> to the Personnel and Finance Committee."*

*Approve as Amended (5-1)*

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Requested by: Personnel and Finance Committee

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Introduced by: Village President Michelle Kaltenberg

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AMENDED  
RESOLUTION 67-12

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**ROOM TAX ALLOCATION  
JOHNSON CREEK CHAMBER OF COMMERCE**

---

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

**WHEREAS**, the Village collects room tax from the Comfort Suites at 725 Paradise Lane, and

**WHEREAS**, room tax revenue is used to promote the community through tourism and encourage multi-night stays at the Comfort Suites, and

**WHEREAS**, the Johnson Creek Chamber of Commerce currently receives thirty-five percent (35%) of all room tax revenue on an annual basis to support tourism and visitor and conventions services to encourage multi-night stays at the Comfort Suites, and

**WHEREAS**, the balance of annual room tax revenues is used to support park infrastructure at thirty percent (30%) and the remaining balance thirty-five percent (35%) being used to support other tourism related expenditure including community signage, and

**WHEREAS**, the JC Chamber is seeking to fill the Executive Director position whose duties and responsibilities include the promotion of tourism and support of the Comfort Suites in garnering convention business, and

**NOW THEREFORE BE IT RESOLVED**, that the Village Board of Trustees of the Village of Johnson Creek approve the current allocation of thirty-five percent (35%) of annual room tax collections, with a minimum annual allocation of \$21,120 to support the funding of the Executive Director position of the JC Chamber of Commerce in the promotion of visitor and convention activities which will support multi-night stays at the Comfort Suites, subject to:

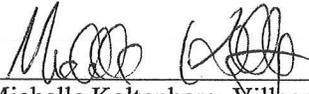
1) The Village Administrator, as the Village Representative, serves as a voting member, on the JC Chamber Executive Board and

2) Payment by the Village of the quarterly room tax contribution shall be contingent upon the Executive Director of the Johnson Creek Chamber submitting quarterly financial statements of all room tax expenditures from the previous quarter.

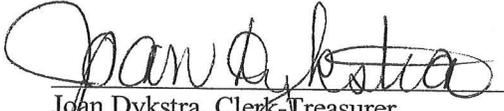
3) Johnson Creek Chamber of Commerce shall submit an annual budget of all proposed room tax expenditures for the next year by October 1<sup>st</sup> to the Personnel and Finance Committee, and

**BE IT FURTHER RESOLVED**, that any room tax payments shall be deferred until the Johnson Creek Chamber of Commerce has hired the Executive Director and the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

**ADOPTED AND PASSED**, by the Village Board of Trustees this 23rd day of July, 2012.

  
\_\_\_\_\_  
Michelle Kaltenberg, Village President

ATTEST:

  
\_\_\_\_\_  
Joan Dykstra, Clerk-Treasurer

VOTE

AMENDED  
RESOLUTION 67-12  
ROOM TAX ALLOCATION  
JOHNSON CREEK CHAMBER OF COMMERCE

Motion Semo/Blend to approve as amended

Vote	Yes	No	Abstain	Absent
Albertz, Fred	X			
Blend, David	X			
Holland, Rory	X			
Kaltenberg, Michelle	X			
Kupsche, Tom				X
Schopp, Greg		X		
Semo, Tim	X			
<b>Total</b>	<b>5</b>	<b>1</b>		<b>1</b>

Village Board 7-9-12

Requested by: Personnel and Finance Committee

Introduced by: Village President Michelle Kaltenberg

Vote: At Village Board 7-9-12

Motion: Albertz/Semo refer to next meeting

Vote	Yes	No	Abstain	Absent
Albertz, Fred	X			
Blend, David	X			
Holland, Rory	x			
Kaltenberg, Michelle				X
Kupsche, Tom				X
Schopp, Greg	X			
Semo, Tim	X			
<b>Total</b>	<b>5</b>			<b>2</b>

Vote: At Village Board 7-23-12

Motion: Blend/Semo to amend second paragraph of conditions to:

- 2) "Payment by the Village of the quarterly room tax contribution shall be contingent upon the Executive Director of the Johnson Creek Chamber submitting quarterly financial statements of all room tax expenditures from the previous quarter." ; and create third paragraph to include:
- 3) "Johnson Creek Chamber of Commerce shall submit an annual budget of all proposed room tax expenditures for the next year by October 1<sup>st</sup> to the Personnel and Finance Committee."

Vote	Yes	No	Abstain	Absent
Albertz, Fred	X			
Blend, David	X			
Holland, Rory	X			
Kaltenberg, Michelle	X			
Kupsche, Tom				X
Schopp, Greg		X		
Semo, Tim	X			
<b>Total</b>	<b>5</b>	<b>1</b>		<b>1</b>

**Johnson Creek Area Chamber of Commerce**  
**Monthly Board Meeting Agenda**  
**Johnson Creek Community Center**  
**Date: October 4, 2012**

1. Call to Order
2. Approval of minutes for September
3. Treasurers Report and Balance Sheets
  - a. Updated September reports
  - b. Audit update (Chmielewski, Sanft, Wrensch)
  - c. Approval of checks
  - d. Monthly payments ongoing approval
4. Tourism
  - a. Comfort Suites meeting with JCACC
  - b. Shopper's Paradise update
  - c. JC Historical Society Brew Fest
  - d. JCTC meeting at Comfort Suites
5. Memberships
  - a. Pro-rated bills and statements
6. Executive Director
  - a. 2013 budget
  - b. Internal Control Policy, Executive Director Employment Contract and time card (attached)
  - c. WCCE conference report
  - d. Village database of businesses (JCACC survey)
  - e. Technology purchase proposal
7. Other business
  - a. 10 year plaque for Pernat
  - b. Pennies for Pantry boxes placed
  - c. Internships
  - d. Christmas party December 6<sup>th</sup>
  - e. Dean Health Care for member organizations
8. Next Board Meeting: November 1, 2012 (move date?)
9. Meeting Adjourn

**JOHNSON CREEK CHAMBER OF COMMERCE**

**INTERNAL CONTROLS - 2012**

**CONSTITUTION AND BY-LAWS**

**ARTICLE I - GENERAL**

- Section 1. **Name & Location:** This organization is incorporated under the laws of the State of Wisconsin and shall be known as the Johnson Creek Area Chamber of Commerce, Inc. Its principal office shall be in Johnson Creek Area, Jefferson County, Wisconsin.
- Section 2. **Purpose:** The Johnson Creek Area Chamber of Commerce is organized to advance the general welfare and prosperity of the Johnson Creek area so that its citizens and all areas of its business community shall prosper. All necessary means of promotion shall be provided and particular attention and emphasis shall be given to the economic, civic, commercial, industrial, educational and tourism interest in the area.
- Section 3. **Limitation of Methods:** This Chamber in its activities shall be non-partisan, non-sectarian, non sectarian, and shall take no part in, nor lend its influence to, the election or appointment of any candidate for federal, state, county or local governmental office.
- Section 4. **Financial Designation:** This Chamber shall be non-stock and non-profit; no dividends for pecuniary profits shall be declared or paid to any members thereof, and no part of any net earnings shall inure to the benefit of any private member or individual.
- ARTICLE II - MEMBERSHIP**
- Section 1. **Eligibility:** Any person, association, corporation, partnership or estate having an interest in the objectives of the organization shall be eligible to apply for membership.
- Section 2. **Election:** Applications for membership shall be in writing, on forms provided for that purpose, and signed by the applicant.  
Any applicant shall become a member upon payment of the regularly scheduled dues as provided in Article 2, Section 4.
- Section 3. **Exercise of Privileges:** Any firm, association, corporation, partnership or estate holding membership may nominate individuals within their operation whom the holder desires to exercise the privileges of membership covered by its subscription, and shall have the right to change its membership nomination upon written notice.
- Section 4. **Dues:** Membership dues shall be at such rate or rates, schedule or formula, as may be from time to time prescribed by the Board of Directors, payable annually in advance.

Section 5. Termination:

- a) Any member may resign from the Chamber upon written request to the Board of Directors
- b) Any member shall be expelled by a two-thirds (2/3) vote for non-payment of dues after (90) days from the date due, unless otherwise extended for good cause.
- c) Any member may be expelled by a two-thirds (2/3) vote of the Board of Directors, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to the aims or repute of the Chamber, after notice and opportunity for a hearing are afforded any member complained against.

Section 6. Voting: Each member person, firm, association or corporation shall be entitled to cast one vote, but no firm, association, or corporation shall have more than three (3) votes.

Section 7. Honorary Membership: Distinction in public affairs shall confer eligibility to honorary membership. Honorary members shall have all the privileges of members, except the right to vote, and shall be exempt from payment of dues. The Board of Directors shall confer or revoke honorary membership by a majority vote.

**ARTICLE III - BOARD OF DIRECTORS**

Section 1. Selection of Directors: The governing and policy-making responsibilities of this Chamber shall be vested in a Board of seven (7) directors, who shall be elected by ballot of the members present at the Annual Meeting and the Village Administrator, who shall be a voting member. The Police Chief, Fire Chief and School Superintendent shall be ex-officio (non-voting) members and have a permanent seat on the Board, until such time that the membership deems this convention no longer necessary.

Section 2. Term of Office: Each director, except the Village Administrator, Police Chief, Fire Chief and the School Superintendent shall serve for a term of three (3) years and until a successor is elected, and 1/3 of the total number of directors shall be elected each year. The terms of office shall begin on April 1<sup>st</sup> of the year elected.

No member of the Board of Directors who has completed two (2) successive 3-year terms shall be eligible for re-election until the lapse of one year after the completion of the previous term.

Section 3. Vacancies: A member of the Board of Directors who shall be absent from three (3) consecutive regular meetings of the Board of Directors shall automatically be dropped from membership on the Board, unless confined by illness or otherwise decreed by a majority vote of those voting at any meeting thereof.

Vacancies on the Board of Directors, or among the officers, shall be filled by the Board of Directors by a majority vote for the unexpired term.

**ARTICLE IV - OFFICERS**

Section 1. Designations: The officers shall consist of a President, Vice President, Secretary and Treasurer, who shall be elected from the membership of the Board of Directors by the Board.

Section 2. Duties of Elected Officers:

**PRESIDENT:** The President shall preside at all meetings of the Chamber, shall have general supervision over the affairs of the Chamber and shall perform all the usual duties incident to the office. It shall be the duty of the President or presiding officer to determine all committees as may be necessary to accomplish the purposes of this Chamber, select all committee chairs and assist in the selection of committee personnel, subject to approval of the Board of Directors.

**VICE PRESIDENT:** The Vice President shall act in the place of the President in the latter's absence. The absence of both the President and Vice President, the Board of Directors shall choose one of its members to act temporarily.

**TREASURER:** The treasurer shall be responsible for the safeguarding of all funds received by the Chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions approved by the Board of Directors, subject to checks signed by the Treasurer and/or the President.

**SECRETARY:** It shall be the duty of the Secretary to conduct the official correspondence, preserve all books, documents and communications, keep books of account, and maintain an accurate record of the proceedings of the Chamber and shall perform such other duties as may be assigned from time to time by the Board of Directors. At the expiration of the term of office, the Secretary shall deliver to the Chamber all books, papers and property of the Chamber.

Section 3. Office of Executive Director:

The Board may hire an Executive Director to administer the daily operations of the Chamber. The Executive Director shall be an ex-officio (non-voting) member of the Board. The Board may authorize the Executive Director to perform the day-to-day duties of the Treasurer and Secretary, subject to their review and approval.

**ARTICLE V - COMMITTEES**

Section 1. Annual Meeting: The first annual meeting of the members was held on July 20, 1989.

Thereafter, the Annual Meeting shall be held during the month of February each year. The exact date, time and place shall be fixed by the Board of Directors and notice thereof mailed to each member by at least ten (10) days before said meeting.

Section 2. Regular Meetings: Regular meetings of the Chamber shall take place during the months of February, April, June, August, October and December at a time and place designated by the Board.

## ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. Procedures: The current edition of Robert's Rule of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Charter or By-Laws of the Chamber.

## ARTICLE X - AMENDMENTS

Section 1. Revisions: The By-Laws may be amended or altered by a two-thirds (2/3) vote of those present at any regular or special meeting, provided the notice for the meeting includes the proposal(s) for amendments.

Any proposed amendments or alterations shall be submitted to the Board or the members in writing, at least ten (10) days before the meeting at which they are to be acted upon.

## DEPOSITORY INSTITUTIONS

1. Depository Institutions are to be established at the annual Board of Directors meeting, they are as follows:
  - a. Depositories:
    - 1) Badger Bank – Johnson Creek
    - 2) Premier Bank – Johnson Creek

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:

1. The Executive Director's proposed budget shall be presented to the Board of Directors at the regular scheduled meeting in September.
2. The Board of Directors or a Budget Committee shall meet to discuss and recommend a budget for approval by the regular scheduled meeting in October.
3. Any budget shall be submitted to the membership by e-mail or posting on webpage. The final budget shall be noticed for member comment and approved at the regular scheduled meeting in November.
4. Any changes to the annual adopted budget require a two-thirds vote of the Board of Directors.

## PURCHASES:

### PURPOSE:

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in purchasing by the Chamber to maximize the purchasing value of chamber funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Section 3. Special Meetings: Special meetings of the Chamber may be called by the President at any time or upon petition in writing of any ten (10) members in good standing. Notice of special meetings shall be mailed to each member at least five (5) days prior to such meetings. Only such business as the meetings was called to consider shall be acted upon at special meetings.

Section 4. Board Meetings: Regular meetings of the Board of Directors shall be held at a time and place designated by the Board.

Special Board meetings may be called by the President or upon written request by three (3) members of the Board.

A quorum at any meeting of the Board shall consist of four (4) members of the Board.

Section 5. Committee Meetings: Committee meetings may be called at any time by the President or by the committee chair. At committee meetings, a majority shall constitute a quorum.

Section 6. Quorums: At any duly called meeting of the general membership, one fifth (1/5) of members shall constitute a quorum for the transaction of any business.

## ARTICLE VII - FINANCES

Section 1. Funds: All money paid to the Chamber shall be placed in a general operating fund. Funds unspent from the current year's budget will be placed in a reserve account.

Section 2. Disbursement: Upon approval of the budget, the President is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval by the Board of Directors. Disbursements shall be made by check.

Section 3. Fiscal Year: The fiscal year of the Chamber shall close on December 31<sup>st</sup>.

Section 4. Budget: As soon as possible after election of the new Board of Directors and officers, the Executive Committee (or a Budget Committee) shall compile a budget of estimated expenses for the coming year and submit it to the Board of Directors for approval.

Section 5. Annual Audit: The accounts of the Chamber of Commerce shall be audited annually as of the close of business on December 31<sup>st</sup> by a public accountant. The audit shall be at all times available to members of the Chamber from the Treasurer.

## ARTICLE VIII - DISSOLUTION

Section 1. Procedures: The Chamber shall use its funds only to accomplish the objects and purposes specified in the By-Laws, and no part of said funds shall inure, or be distributed to the members of the Chamber. On dissolution of the Chamber, any remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors.

#### **OBJECTIVES:**

The objectives of the Chamber'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 Chamber expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by the Chamber and ensure these goods are at the place and time needed, and,
4. To provide a standardized system of purchasing for use by the Chamber.

#### **PURCHASES:**

1. All non-budgeted purchases require approval of two-thirds votes of the Board of Directors.
2. All budgeted purchases greater than \$1,000 are based on at least three (3) written quotes with a recommendation by the Executive Director submitted on a Purchase Order and the Board of Directors granting final approval. All purchases for a sole supplier require Board of Directors approval.
3. All budgeted purchases \$100 to \$1,000 require at least two (2) written quotes submitted on a Purchase Order with the Executive Director granting final approval. All purchases from a sole supplier require Board of Directors approval.
4. All budgeted purchases less than \$100 are to be approved by Executive Director who shall sign the invoice of the purchase.
5. All purchases shall be reported within a monthly expenditure report to the Board of Directors.
6. Checks are cut by the Chamber Treasurer or designee upon receipt of an invoice, as signed by the Executive Director. These are then submitted to the Board of Directors for approval prior to payment. Any invoice, bill or receipt requiring payment prior to the next meeting of the Board of Directors shall require approval of the President and the Executive Director with payment reported to the Board of Directors.
7. Billing of any contracted services is reviewed by the Treasurer and approved by the Executive Director prior to submittal to the Board of Directors for approval.
8. All spoiled checks are marked voided and retained by the Treasurer for review.
9. Bank statements are received and submitted to the Treasurer unopened.

#### **VENDOR DISCOUNTS**

It is the policy of the Chamber to take advantage of all available vendor/trade discounts and reduced pricing. Gifts or gratuities shall not be accepted. Price discounts may only be accepted by invoice.

#### **USE OF CREDIT CARDS**

The Chamber shall issue a credit card to be used only by authorized users, to include, the Executive Director, the Treasurer and the President. The Treasurer shall maintain a listing of any 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 Treasurer signed by the Executive Director within five business days, or as soon thereafter as possible. Credit card purchases shall not exceed the credit limit without prior approval of the Board of Directors.

#### **DISPOSITION OF SURPLUS PROPERTY**

When personal property owned by the Chamber no longer serves any useful purpose, it shall be considered surplus and may only be disposed of with the Board of Directors approval

#### **LOCAL MERCHANTS**

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

#### **EMPLOYEE CONFLICT OF INTEREST**

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

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

#### **NEPOTISM**

The Chamber shall not hire an individual for full-time, part-time, limited or temporary employment whereby the individual may be supervising or have authoritative control over a relative. The definition of relative includes: spouse, former spouse, son, daughter, step-child, father, mother, father-in-law, mother-in-law, aunt, uncle, or first cousin. This includes all members of the Board of Directors. This does not include volunteers or persons appointed to a committee of the Chamber. However, any person serving in this capacity must disqualify themselves in any matter which may affect employment of the relative.

#### **CONFIDENTIAL INFORMATION**

Communication is a joint responsibility shared by the Chamber and all employees. No information concerning the internal operations of the Chamber, including, but not limited to, the release of records of the Chamber may occur without the permission of the Board of Directors.

#### **DEALING WITH PRESS**

The Executive Director and/or the President are authorized to communicate with the press. All other employees, and members of boards, committees, commissions or any other volunteer shall direct the press to the Executive Director.

#### **RESIGNATION**

An employee shall file a written letter of resignation with the Board of Directors stating the reason(s) and the effective date. Employee shall provide a written notice of minimum of ten (10) working days prior to termination date. Once a letter of resignation has been submitted, the action cannot be withdrawn except by mutual agreement by the employee and the Chamber Board of Directors.

#### **FINAL COMPENSATION**

Any employee who either retires or resigns from the Chamber shall be paid for all hours worked up to and including their last day of employment. The final paycheck for any employee who has retired or resigned from the Chamber shall be computed and paid by the Treasurer on the regular scheduled pay day following the termination date. A separation list, if applicable, of all items and equipment previous issued to the employee, shall be approved by the Chamber President prior to submitting the final paycheck. Failure to return any issued property by the employee shall result in the final paycheck being reduced by the amount of the outstanding property.

#### **CHAIN OF AUTHORITY**

The Executive Director is the Chief Administrative Officer of the Chamber and serves at the will of the Board of Directors. The Executive Director is responsible for managing the day to day activities of the Chamber. No employee who receives directives or requests from members, business representatives or individual members of the Board of Directors shall act on such directive or request without the approval of the Executive Director and/or the Board of Directors.

#### **PERSONNEL FILE**

All personnel files shall be maintained by the Chamber Secretary. The confidentiality of information contained within an employee's personnel file will be maintained except as prohibited by State law.

Any employee may request inspection of his/her personnel file. Removal of any disputed material in an employee's personnel file may be done by mutual agreement of the employee and the Board of Directors.

#### **EXPENSE REIMBURSEMENTS**

Expenses incurred by an employee for Chamber-related business, seminars, classes will be reimbursed only with proper proof of expense including receipt or invoice. Reimbursements will be issued to an employee after approval by the Board of Directors.

Round-trip mileage exceeding 100 miles using an employee's personal vehicle will be reimbursed at the standard IRS rate for mileage. Mileage of less than 100 miles is considered compensated within any monthly paid mileage compensation.

The Chamber shall reimburse meals at the following established rates:

Breakfast	\$8.00 per meal
Lunch	\$9.00 per meal
Dinner	\$17.00 per meal

#### **CHAMBER PROPERTY AND EQUIPMENT CARE**

Chamber property is to be used judiciously by employees at all times and only in a manner for what the Chamber intended the property to be used for.

Employees are encouraged to exercise care and attention in safeguarding personal property brought to the workplace. The Chamber does not assume any liability for the loss, theft, or damage of personal property brought to the work place. Storage of personal property not used in Chamber activities is strictly prohibited.

Employees must maintain their work spaces in a clean, orderly and professional manner. Operation of Chamber property is restricted to authorized individuals only.

#### **PERSONAL TELEPHONE CALLS/COMPUTER USAGE**

Telephone, cellular phone and computers are an important business tool and are intended to be used for professional reasons only. Incidental or random personal use of Chamber telephones, cell phones, computers, internal access and e-mails is permitted.

#### **TOBACCO USE**

Smoking or the use of chewing tobacco is not permitted at any time in or on property leased or owned by the Chamber.

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#### **DRESS CODE/PERSONAL APPEARANCE**

Employees are expected to use good taste and common sense in their personal appearance and dress. Any employee may be sent home to change if the Executive Director or President determines that an employee's dress does not conform.

#### **REFERENCE AND CREDIT REQUESTS**

Any inquiry concerning a current or former employee which is received by phone or in writing shall be directed to the Executive Director or President. Generally, the Chamber will state only that a person is or was employed with the Chamber, dates of employment, and an employee's title or position. Only if an employee or former employee submits a written request in writing will additional information be released.

#### **POLITICAL ACTIVITY**

An employee shall not engage in political activity during employment which includes placement of advertising, telephone calls or any other communications. An employee's automobile used and where mileage is reimbursed may not contain political signage while being used for Chamber business.

#### **HARASSMENT AND WORKPLACE VIOLENCE**

The Chamber intends to provide a work environment that is pleasant, comfortable and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort including verbal, physical, and visual will not be tolerated.

The Chamber accepts no responsibility or liability for harassment of one employee by another employee. Any individual who harasses another employee is personally liable for such actions and their consequences. The Chamber will not provide, legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Any employee who has experienced harassment must report the incident to the Executive Director, President or directly to the Board of Directors. Any report will be promptly investigated.

The Chamber prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment or coercion which affect personnel or property or which occur on Chamber property, including leased property, will not be tolerated.

Prohibition against threats and acts of violence applies to all persons. Every employee shall submit a report to any incident to the Executive Director, President or Board of Directors.

#### **DRUG FREE WORKPLACE**

The Chamber recognizes the importance of maintaining a safe, efficient, and healthful workplace. Employees are expected to report to work free from the influence of substances, legal or illegal, that could inhibit their ability to perform their duties. The Chamber requires its employees neither use nor be under the influence of alcohol or controlled substance(s) while working. The Chamber shall enforce a zero tolerance in the workplace. If an employee is suspected of being under the influence, the employee may be asked to leave employment with disciplinary action up to termination.

As reviewed and revised by the Board of Directors of the Johnson Creek Chamber of Commerce, this 4<sup>th</sup> day of October, 2012

\_\_\_\_\_  
Bonnie Hertel, President  
Johnson Creek Chamber of Commerce

Page 9

**EXCEPTION AS TO PUBLIC EMERGENCY:**

The procedure for the solicitation and award of public works contracts shall not apply to the repair and reconstruction of public facilities when damaged or threatened damage creates an emergency, as determined by resolution of the Village Board. Whenever the Village Board determines by majority vote at a regular or special meeting that an emergency no longer exists, this exception shall no longer apply and the established procedure shall be followed.

**VENDOR DISCOUNTS:**

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

**CENTRAL PURCHASING:**

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

**USE OF CREDIT CARDS:**

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

**DISPOSITION OF SURPLUS PROPERTY:**

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

**LOCAL MERCHANTS:**

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

**FUEL PURCHASING:**

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

**EMPLOYEE CONFLICT OF INTEREST:**

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

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

RESOLUTION 34-16

AWARD BID  
SEWER UTILITY  
SKID STEER LOADER

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

WHEREAS, the Village Board approved Resolution 17-16 to provide specifications and bid a skid steer loader, and

WHEREAS, the Sewer and Water Utility received three (3) bids to purchase a skid steer loader, and

WHEREAS, the bids are as follows:

Waupun Equipment (New Holland L-228)	\$ 39,400 (does not meet specifications)
Mid-States Equipment (Bobcat S650 T4)	\$ 39,948
Waupun Equipment (Gehl R260)	\$ 41,000

NOW THEREFORE BE IT RESOLVED, the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek authorize the Sewer Utility to purchase a Bobcat S650 T4 skid steer loader from Mid-States Equipment in the amount of \$39,948 to be paid from the Sewer Equipment Replacement Fund 03-111.253 to Capital Outlay 03-900.100, and

BE IT FURTHER RESOLVED, the Sewer Utility is authorized to sell by auction the 2002 Bobcat S185 skid steer loader at a minimum reserve bid of \$14,000 and that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.



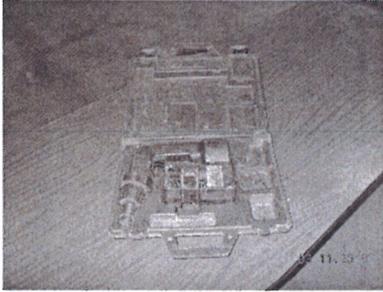
PASSED AND ADOPTED by the Village Board of Trustees this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
John L. Swisher, Village President

ATTEST:

\_\_\_\_\_  
Joan Dykstra, Clerk-Treasurer

Milwaukee Cordless Drill – 9.6 Volt with 1 Battery and Charger, Keyed Chuck. Qty 1 **SOLD FOR \$46.00-General**



Ramjet Sewer Jetter – Ford- 2.3 L- 140 c.i.d. Engine, 579 Hours on Meter, (Not known Actual Hours)  
As is condition.

**SOLD FOR \$3,225.00-Water & Sewer**

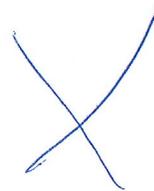


2002 Bobcat S185 skidsteer. 65 HP , 1775 hours, enclosed cab with heat, Bob-Tach fingers, high flow hydraulics, tires are roughly 40%. Great machine, very well maintained. Included - Two 67" buckets. **Reserve Price: \$13,000.**

**Res. 34-16 Should be Reserve bid \$14,000**

**DID NOT SELL - TOP BID \$12,500.00**

**Water & Sewer**



## Breakdown of Items Sold by Fund:

General Fund - \$7,943.18 (FYI the one table for \$35 was not picked up- so can resell)

Library - \$95.00

Water and Sewer - \$4,953.50

- \$1,700.00 Squad did not sell)

\$3,253.50

Total Sold: \$12,991.68 - \$1,700.00 - \$11,291.68

S:\MS Word\For Sale\2016 Surplus Items-SOLD.Doc

Ladder Rack- Removed From Chevy Express Cargo Van, Adrian Steel- Qty 1

**SOLD FOR \$15.00 Water & Sewer**



1990 Ford 4610 Tractor and Edwards Wing Mower – 3 Point Arm Reserve Bid \$2,500 **SOLD FOR \$7475.00-General**



Assortment of Hand Held and Vehicle Mounted Radios – Qty 7 – Vehicle Mounted- Qty 5 – **SOLD FOR \$27.00-General**  
5 Vertex Hand Held with Chargers. Maxon Hand Held with Charger-Qty 1. All worked when Removed.



2005 Ford Crown Victoria. 4.6L Engine- Police Interceptor, Automatic Transmission, 97, 047 Miles, 4 Door,  
6000 Miles on Newer Tires, as is Condition.

**Did not pay \$1,700.00- W&S**

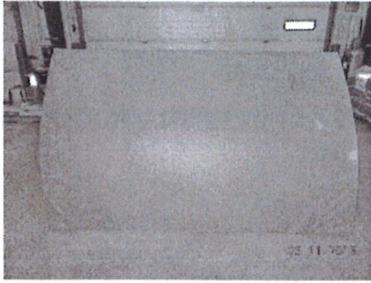


Garage Door Opener with Track- Westinghouse Serial #312P873, Type FJ, AC Motor 1/3 H.P. 17' Track.

**SOLD FOR \$13.50-Water & Sewer**



Protective Post Pads – 4"x5'x8' – Qty 2 –



**SOLD FOR \$5.00 – General Fund**

Folding Chairs – Brown Folding Chairs, Metal Made by Samsonite – Qty 30 -



**SOLD FOR \$95.00-Library**

Folding Table Carts with Handles – 32"x73 1/2" – Qty 2



**SOLD FOR \$50.00-General**

Folding Table – Brown Folding Table- 30"x96 –Qty 9 36"x72" –



**SOLD FOR \$195.00-General**

Folding Table – Brown Folding Table- 36" x 72" – Qty 1



**DID NOT PICK UP \$35.00-Gen.**



**RESOLUTION XX-16**

---

**NEW BUSINESS  
AUTOZONE  
405 WRIGHT RD**

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

**WHEREAS**, Johnson Creek is recognized as a diverse business friendly community, and

**WHEREAS**, the Village Board strongly supports the entrepreneurial spirit of local business owners in the creation of jobs and tax base, and

**NOW THEREFORE BE IT RESOLVED**, the Johnson Creek Village Board welcomes the following business into the Johnson Creek business community:

**AUTOZONE  
405 WRIGHT RD**

**PASSED AND ADOPTED** by the Village Board of the Village of Johnson Creek this 22<sup>nd</sup> day of August, 2016.

\_\_\_\_\_  
John L. Swisher, Village President

ATTEST:

\_\_\_\_\_  
Joan Dykstra, Clerk - Treasurer

# VILLAGE OF JOHNSON CREEK

## Business Use and Zoning Compliance Application

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

### Zoning Use Compliance Application required by Village Zoning Code - Chapter 250-121

The following information and documentation is required to be submitted to the Village Administrator.

Please include the following information with your completed Business Plan application:

- Two (2) copies of the plot plan (drawn to scale of 1:100; and corresponding papers. The following must be included in the plot plan:
  1. Boundaries and dimensions of the property.
  2. Ingress and egress, parking, loading and unloading, landscaping and open space utilization.
  3. Location and existing use of all properties within 100 feet of the land.
- Payment of \$50.00 Application Fee. ( Village Code Chapter 33- Fees)
- Payment of Reimbursable Development Cost Fee (See Appendix A) (Village Code Chapter 33- Fees)
- Any additional information required by the Building Inspector, Fire/EMS Chief or Zoning Administrator

879144  
\$ 50.00

RECEIVED

JUL 18 2016

Please type or print the following information:

Name of Business:	AutoZone # 104381
Address of property of business:	405 Wright Road 53038
Parcel number:	141-0715-0743-011
Name of petitioner:	AutoZone Parts, Inc.
Mailing address of petitioner:	Po Box 2198 Dept 8088 Memphis, TN 38101
FEIN# of business:	66-0557319
Daytime phone number of petitioner Fax#	901-495-8813
Email Address:	Stephanie.forbes@autozone.com
Name of property owner	AutoZone
Mailing address of property owner	Po Box 2198 Dept 8088 Memphis, TN 38101
Daytime phone number of property owner Evening phone number of property owner	901-495-8813
Current zoning of property	Commercial P1
Type of business:	retail auto parts + accessories
Number of employees :	Full-time 4, Part-time 6
Date of anticipated opening:	7/23/2016
Proposed hours of operation Weekdays 8 AM to 9 AM/PM Saturday 8 AM to 9 AM/PM Sunday 9 AM to 7 AM/PM	
Sign Permit Application- (Web site)	www.johnsoncreek-wi.us Permits & Applications, Sign Permit Application

Call Building Inspector at 920-699-2295 for building inspection  
 Call Fire Department at 920-699-3456 for fire inspection  
 Tom Liman, Vice President  
 Signature of Petitioner: [Signature]  
 Signature of Owner: [Signature]  
 Date of Signature: 7/12/16

For Office Use- Approval	
Administrator: [Signature]	Date: 7/29/16
Initials	Date
Bldg Inspector	Initials Date
Fire/EMS Chief	Initials Date
Fax Appl. to Police Dept - 699-2110	
PCFEE 01-441.200, T3PC 05-441.200	
Sign Permit application received	
Res. #	
Sent to Associated Appraisal	date

# VILLAGE OF JOHNSON CREEK

## Zoning and Use Compliance Application

125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038

- Please describe in full detail the operations, structure, function, and activities of the proposed business. (Business activities both on and off the premises)

\_\_\_\_\_ Please attach full detailed typed response \_\_\_\_\_

1. How is the proposed business plan (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program or ordinance adopted, or under consideration pursuant to official notice by the Village?

Bringing business to the village

2. How is the proposed business plan, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

Bring retail business to the village

3. Does the proposed business plan, in its proposed location and as depicted on the required plot plan, result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development?

No, it does not.

4. How does the proposed business plan maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

Yes.

5. Is the proposed business plan located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

Yes.

VILLAGE OF JOHNSON CREEK  
Zoning and Use Compliance Application  
125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038

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

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

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

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

Auto Zone  
(Project Name/Nature of Application)

141-0715-0743-011  
(Property Tax Key Numbers Involved in Project)

X [Signature]  
(Signature of Applicant/Petitioner)  
Tom Kliman, Vice President

7/12/14  
(Date)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)

**VILLAGE OF JOHNSON CREEK**  
**Zoning and Use Compliance Application**  
 125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038

**Business and Zoning Use Application**

Appendix A

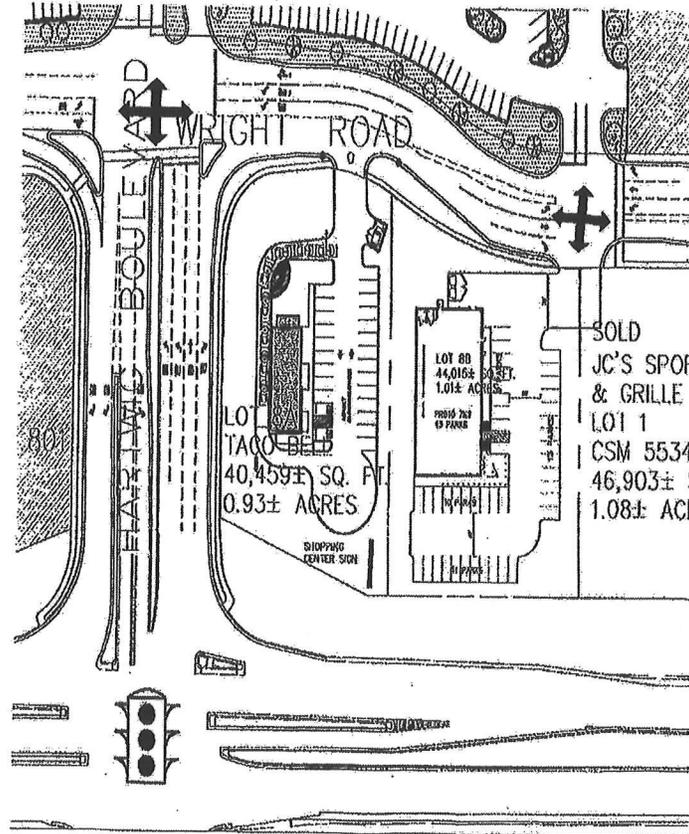
*(For Office Use Only)*

<u>Application Fee</u>	\$ 50	_____
<u>Reimbursable Development Cost Fees</u>		
Village Attorney		
Basic – (application, correspondence, meeting attendance)	\$300	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Village Engineer		
Site Plan Review - (grading, lighting, signage, storm water)	\$700	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Village Planner		
Site Plan Review – (zoning, comprehensive plan, landscaping)	\$500	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Village Administration		
Basic – (pre-application meetings, legislation, correspondence)	\$300	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Reimbursable Development Cost Fees Total		_____

(The above fees reflect the actual cost of the reimbursable costs payable with the submittal of the application. These fees do not include actual reimbursable costs billable to the applicant for the draft of any contractual agreements including development agreements or contracts and/or costs associated with the design, construction, inspection or dedication of public infrastructure.)

<i>(For Office Use Only)</i>	
<u>Fees submitted with application</u>	
Application Fees <u>5000</u>	Reimbursable Cost Fees _____
Total amount received <u>5000</u>	Date Received <u>7/21/14</u>

# SITE PLAN



20

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## Village of Johnson Creek Water Utilities

200 Aztalan Street, P O Box 238, Johnson Creek WI 53038

920-699-3341

July 22, 2016

Village of Johnson Creek  
125 Depot St  
Johnson Creek, WI 53038

To the Village Board of Trustees,

The items listed below are things that are to be proposed for the 2017 capital budget by both the sewer and water departments. These items are listed as a priority for both departments to continue with the high quality service that they provide. These items are for normal day to day operations as well as yearly scheduled maintenance projects.

There are some larger project that are not listed in the capital budget that we will need to start thinking about and planning for. As you are aware, the sewer utility has been working with MSA this past year on a Wastewater facility upgrade study. This is being done because the treatment facility is ageing and with the rapid growth of the Village, it seems that a system upgrade will be inevitable.

Another item that will need to be addressed within the next couple of years is a complete replacement project of both the sewer and water utilities in the "southeast neighborhood" (South St, Swap St, Cora St, Clarke and S. Watertown). This is the oldest infrastructure in the village and is definitely in need of attention.

### 2017 Capital Items

#### Sewer

- 1) Replace electronic drive unit on pump #3  
At main plant lift station. - \$6000.00
- 2) Collection system cleaning.-\$20,000.00
- 3) Lift Station Rehab, new check valves  
@ River Creek lift station.-\$10,000.00

**Water**

- 1) Meter and radio modules.-\$ 30,000.00
- 2) Well #3 filter vessel inspection, service and Media replacement.-\$10,000.00

It has been a great pleasure to work with each and every one of the trustees and I look forward to a very bright future for the Village of Johnson Creek.

Sincerely,



**Aric Mindemann**  
**Water Utilities Superintendent**

1. **Ductwork cleaning**--\$700 (library end of municipal building **only**) see note below

**Please note:** The duct cleaning was in our 2016 budget but do to fiber glass concerns; we had to contact a company in Madison and discovered that there were not enough funds to have the ductwork cleaned in the entire building. We will place \$1025 in the library's restricted account at the end of 2016, designated for the cleaning of the ducts in 2017.

### **Library Building**

**For the year 2017:** Begin planning for larger library. Obtain funding for library expansion. Hire an architect. Make necessary decisions for designs and plans. Not only do we want to meet current demand, but we also want to continue to look at future library programming, technology, and material needs. Please note: the results of our strategic planning process indicate that we do all we do with a facility half the size of the average of our peers and with a one half-time employee less than the average of our peers. Questions to consider: Can Village offices be moved to another building? Can the library expand throughout the entire building? Should we plan for a referendum?

#### **What do we need in the library when we say "more space"?**

1. More space for shelving (at present we have books on compact disc and DVDs shelved behind the circulation desk; we have DVDs stored in the library workroom and most, if not all of, the current book shelves are full).
2. More space for staff (at present we have work stations for only the two full time employees so all desks and computers are shared).
3. Computer room for the public, including computers but also seating for wireless users. Please note: the results of our strategic planning process indicate that we are on the low end of providing computer access with the present 6 computers that we now have for public use.
4. Early Literacy/Children's Programming room (now our meeting room is used by several groups so we are constantly setting up and tearing down the tables and chairs).
5. Teen space that may or may not have computers.
6. Meeting space for senior groups and activities.

# Johnson Creek Police Department

## 2017 Capital Budget Request

### Police Department – Requested Capital

#### Capital

<b><u>Radar</u></b>	Kustom Signals Golden Eagle 2	\$3,500
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The radars that we currently have are very old in fact the last time we had them certified I had to take one out of service because it no longer would calibrated correctly. Leaving us short a radar. I am looking to replace the radar which no longer works properly. This radar would be used in the new squad.

<b><u>Mobil Data Computer</u></b>	Panasonic Toughbook	\$4,000
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We have one working computer which is used in the squads during this past year our second computer stopped working properly. We are currently using a backup computer from the Sheriff's Department. The new computer would be used in the new squad and the current computer would be used in our second squad the Chev. Tahoe.

<b><u>Portable Radios</u></b>	Motorola	\$2,000
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The current portables are over seven years old and are in poor working condition. Motorola said they are unfixable at this point. I am asking to replace two radios.

<b><u>Computer</u></b>	Office use	\$3,000
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I am looking at upgrading and updating two of our current office computers. The computers we currently have are old and are working very slowly. Our IT tech has suggested that two of our office computers need to be replaced.

<b><u>Computer server</u></b>	Backup server	\$10,000
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Our computer IT tech has told us the last two years that we are using our current server on borrowed time he said it could stop working at any time. If you recall Johnsrud put in the 2016 Budget money to hook up the police department with the village hall so we could share there server.

**Total: \$23,000**

## 2017 Capital budget

2017) New pressure washer. \$4100.00

2018) New pick up truck to replace the 2000 Ford F-250

2018) New Pick up truck to replace the 2002 F-350

2019) New single axle dump truck to replace the 2004 Sterling

2020) New baby dump to replace the 2005 Ford F-450

2021) New Single axle dump truck to replace the 2007 Sterling

2022) New baby dump to replace the 2005 Ford F-450

2017) 3 loads of engineered wood fiber chips for play grounds. \$8000.00

Redo parking lot for Historical Society

Reconstruct intersection Old 26 Rd. and Linmar Ln.

Mill and overlay 2<sup>nd</sup> half of Hartwig Blvd.

Mill and overlay CTH Y

Mill and overlay Jefferson St.

Fire Department

2017 Capital Budget

- 1) New Argus Thermo Imaging Camera - \$8,000
- 2) 5 Sets Turnout Gear - \$15,000
- 3) Form A-FFF - \$5,000
- 4) Radios/Pagers - \$15,000
- 5) Auto Crib - \$2,500
- 6) Computers - \$5,000
- 7) Glove, Helmets & Boots - \$5,000

Total \$55,500

EMS Department

2017 Capital Budget

- 1) Computer Tuff Book - \$4,500
- 2) Stryker Steer Lock & Side Wings on existing cot - \$2,000
- 3) Stryker Power Load System - \$26,000 (w/installation \$1,200) - \$27,200
- 4) Vein Finder - \$5,500
- 5) Equipment Replacement - \$5,000
- 6) Ready House Repairs - \$35,000
  - a. Front Porch
  - b. Upstairs Bathroom Remodel
  - c. Interior Paint
  - d. 4 Mattresses

Total \$79,200

2018 Capital Budget– New Ambulance - \$250,000

**Village of Johnson Creek  
Capital Improvement Budget 2017**

**Village Hall Administration (514.100 - 540.100)**

Server.	\$	5,000.00
New Printer	\$	<u>3,500.00</u>
	\$	8,500.00

**Municipal Building (517-000 - 517.100)**

**Municipal Building Built in 1991**

Air Conditioner Replacement - 5 @ \$3,500 each	\$	17,500.00
Duct Cleaning	\$	2,040.00
Humidifier Replacement (5) @\$675 each	\$	3,375.00
Speakers in Board Room - TechTeriors		<u>\$4,000</u>
Total Municipal Buildingt		\$26,915.00

July 20, 2016

Hi there

The furnaces are fine, where replaced not too long ago. The A/C units however are from 1991 and should be on your priority list. I would budget \$3500 per unit , you have 5 of them = \$17500  
The humidifiers could stand to be replaced, 5 units X \$675= \$3375.00

Your correct ,we do not do duct cleaning. I believe Y'sWay has been out to look at duct cleaning for your facility. One negative with your ductwork is that it is lined with fiberglass . Need to be very careful with duct cleaning otherwise you will disturb the outer layer of fiberglass and have that blowing all over the place. Might want to check with them to see what they came up with. Where just there within the last 30 days looking at library for possible cleaning. Anything else please let me know. Thanks , Mark

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

**Sent:** Wednesday, July 20, 2016 8:34 AM

**To:** 'Mark Carew'

**Cc:** [joand@johnsoncreekwi.org](mailto:joand@johnsoncreekwi.org)

**Subject:** RE: Budget

**From:** Mark Carew [<mailto:mark@carewheating.net>]

**Sent:** Tuesday, August 13, 2013 4:21 PM

**To:** [joand@johnsoncreekwi.org](mailto:joand@johnsoncreekwi.org)

**Subject:** Budget

