

VILLAGE OF BELLEVILLE  
SPECIAL BOARD MEETING MINUTES  
Monday, January 21, 2008  
7:00 P.M.  
Village Hall - 24 West Main Street

Meeting was called to order by President Paul Ziehli at 7:00 p.m. in the Village Hall.

Trustees present were: Terry Kringle, Janet Hardyman-absent, Josh Graves, Deb Kazmar, Kevin Porter, Gary Ziegler and Paul Ziehli

The Deputy Clerk stated for the record that the meeting had been posted according to the Wisconsin Open Meeting Laws.

Visitors: Jerry Butts, Roger Hillebrand, Chris Lear, Brad Peterson, Rick Francois, Matt Dregne and Michael Parkin

Visitors Who Would Like to Speak Now: None

Visitors Who Would Like to Speak on an Agenda Item: None

Approval of Minutes: **Motion made by Gary Ziegler, seconded by Kevin Porter to approve December 3, 2007 Minutes with correction under Village Office Hours for December 31, 2007: It should be the Village Hall being open New Years Eve Day and not on New Years Day. Motion carried by six votes.**

Treasurer's Report: None

Approval of Bills: None

Committee Reports: **Finance & Personnel Committee January 7, 2008** Clarification on Kennel License: Need to check on Village zoning code and check on Kennel License Application. Village Policy on Time Sheet Drafting: We will draft a simple time sheet for each department. We will have one drafted to look at for our next meeting on January 21, 2008. **Community Development Authority 12/10/07** The power point handout titled "Village of Belleville "Build" Grant Organizing for Action – Creation of Community Development Authority" that Chuck Sulik used in his overview of the CDA was handed out. Several items were discussed: Economic Development agenda, comprehensive plan, current issues, and development agreements.

President's Report: Paul Ziehli reported that David Janda, Assistant Director of Dane County Emergency Management sent an email to him stating that "FEMA has denied Dane County's appeal for federal Public Assistance in the response and recover from the August 2007 flooding." This means there will not be funds available to repair the bridge thru FEMA. Paul Ziehli and Rick Francois will be meeting on Wednesday with Anna M. Schramke, Executive Director Green County Development Corp. The Village has not received the \$2,500 from the Chamber of Commerce to pay their share of the dues. A representative was in the audience and it was suggested that maybe we could have a fundraiser and/or a grant to raise money for the foot

bridge. The quarterly meeting for the Green County Development will be held on January 24, 2008. Green County has asked for volunteers to attend their meetings. Paul Ziehli received a task order from MSA for J & J for information that they could get out of our standard specifications. Discussion held on whether a task order is necessary or not in this situation and having MSA as being the engineer for both the Village and the other developer. This will be put on next months agenda. Dane County Health informed Paul that everything in Dane County is under their jurisdiction including having their Officers pick up animals instead of the Humane Society. Paul also handed out a Public Health/Programs & Services brochure which lists contact information regarding health promotion, communicable disease prevention and control, environmental health and emergency preparedness. Kevin Lord will be present January 31, 2008 at 10:00 a.m. for the bid opening. Jerry Butts and Paul Ziehli will be meeting with the Department of Transportation on Thursday about Highway 92. Jerry Butts stated that there is a problem with one of the old furnaces (10 years old) in the sewer plant. He is looking into finding a new one and it could cost about \$3,000. Paul stated that the Village Hall air quality is poor. He had Unique Heating check out the heating system and they stated that there isn't any fresh air that comes into the building. Fresh air needs to come into the furnace room, which should have a door to allow the fresh air to circulate the air within the building. Also, there isn't any insulation in the ceiling in some of the offices and the room upstairs is receiving heat from downstairs. Public Works will address this problem and it may be time to start replacing the oil furnaces one at a time. Terry Kringle suggested to Gary Ziegler that Public Works could take a look into putting in a pedestrian tunnel under Hwy 69.

Ordinance Sexually Oriented Business: Planning Commission has approved this ordinance and recommends to the Board to adopt. This is a licensing ordinance and does not depict where the SOB's can locate their businesses. **Motion made by Gary Ziegler, seconded by Terry Kringle to adopt Ordinance Sexually Oriented Business 2008-01-01. Motion carried by six votes in favor of, zero opposed and one not voted (absent).**

MSA Task Order Far West Side Utility Replacement/Continuity: **Motion made by Gary Ziegler, seconded by Josh Graves to enter into the agreement with MSA and Task Order Project No. 3720616B for the Design of the Far West Side Utility Replacement/Continuity for a cost of \$72,000 for the additional 6000 lineal feet on School Street, Village Drive, Mitchell Street with funds to come from water and sewer undesignated funds to be repaid by TIF if applicable and borrowing. Motion carried by six votes.** The question was brought up "do we want to be making more obligations when there is a possibility of not being able to recover the expenses" depending on what CARPC decides on.

Announce New Village Administrator/Clerk/Treasurer: The Village Board has selected April Little for the position of Village Administrator/Clerk/Treasurer. April has accepted the position and will start February 11, 2008.

Fee Schedule: Deb Kazmar stated that the fee schedule has to be done by ordinance and not by resolution. Discussion held on whether or not some fees need to be listed. It may be more efficient to have meals, travel, etc as a policy instead of by ordinance.

Assembly Bill 341-Attorney Fees: Information was given to the Board regarding this bill

relating to: imposing fees for acquiring public park land, dedicating storm water treatment facilities to the public, changing the time relating to when impact fees must be paid and used, and regulating the costs of certain professional services provided through a political subdivision. Stafford Rosenbaum LLP gave us their municipal rates for 2008.

Stop Sign on EMS Drive: Paul Ziehli stated he talked to the DOT about whether the Village could put in a stop sign at the EMS Drive since this is not a legal sized street. The state will get back to Paul with their final answer. The question came up “do the driveways for the car wash and Town Mart meet the Village requirements or will they be grandfathered in?” It was suggested to put the stop sign in and decide whether or not it should become a street at a later date. “Has there been any discussion on putting in a flashing light that flashes to watch for emergency vehicles?” **Motion made by Kevin Porter, seconded by Josh Graves to install advisory stop sign on EMS Drive at River Street. Motion carried by six votes.** An advisory stop sign can be used without making it a street. If it becomes a street, then the state would put in a regular stop sign. It was suggested to ask Robinson (car wash) and Town Mart if they would put up an advisory stop sign on their property, speed bumps, paint a center line or turn arrows to help the situation. Public Works will take care of this.

Stormwater Grant Update: Chris Lear reported to the Board about his research into the financing and talked with Ann Dansart, Water Resource Planner for MSA who did the work on the grant application. The current budget on this project is \$88,000. The grant is for \$44,000 which is paid by the state and \$44,000 paid by the Village. This project has been started but is not budgeted for this fiscal year which would take 2% to 3% of the Village’s entire operational budget. Chris suggested to the Board to table this for a month or so, consult with our accountants and our financial advisors to see if there might be some opportunity as to where we could come up with the money. Ann told Chris that if the Village does not use the grant money this year we will lose it. **Motion made by Josh Graves, seconded by Deb Kazmar to table this for further investigation. Motion carried by six votes.**

Standard Specifications for Village Construction: Discussion held - This was adopted by the Board May 7, 2007 for developers to follow. There has been an update that has come up that the engineer has approved. The Public Works Committee approves the update and feels these should not have to come to the Board for approval. The changes would be effective the date the Board approved them. After discussion, it was decided the Public Works will continue to bring the changes before the Board.

Resolution for Capital Area Regional Planning Commission (CARPC): A resolution by the Village of Belleville Board of Trustees regarding proposed Capital Area Regional Planning Commission policies for Urban Service Area policies, environmental corridor policies, and criteria for the review of Urban Service Area Amendments dated December 14, 2007. **Motion made by Gary Ziegler, seconded by Josh Graves to approve Resolution 2008-01-01 for Capital Area Regional Planning Commission (CARPC). Motion carried by six votes.**

Letter to Address the Capital Area Regional Planning Commission (CARPC): This letter was approved by the Planning Commission, drafted by Bill Preboski and will be signed by Paul Ziehli, Village President and Terry Kringle, Planning Committee Chair. The letter was in

reference to the proposed CARPC policies for Urban and Limited Service Area Policies, Environmental Corridor Policies and Criteria for the Review of Urban and Limited Service Area Amendments. We stated by eliminating the “Flexibility Margin”, this will penalize Belleville by allowing no additional land for Belleville’s urban growth during the next 20 years. Paul, Terry and as many of the other Board member or interested parties that can make it, will attend the upcoming meeting to voice their concerns on the matter. **Motion made by Gary Ziegler, seconded by Deb Kazmar to approve the letter to be sent to the Capital Area Regional Planning Commission (CARPC). Motion carried by six votes.**

Temporary Interim Administrator/Clerk/Treasurer: Chris Lear had talked with Darlene Hendrickson and Mary Austin and went over the upcoming workload in the office. He feels that after the meeting tonight the Administrator part of his job is done. **Motion made by Gary Ziegler, seconded by Deb Kazmar officially thanking Chris Lear for his help during the interim period while the Village looked for a new Administrator/Clerk/Treasurer. Motion carried by six votes.**

Far West Side Neighborhood Concept Plan: The Far West Side Neighborhood Concept Plan was approved by the Planning Commission. This summary plan contains the first major amendment to the Village of Belleville Comprehensive Plan, which was adopted November 1, 2004. This amendment makes up the third major neighborhood in Belleville, the 300-acre West Neighborhood. The neighborhood is bounded by County Highway PB on the west, the Sugar River on the north, Lake Belle View on the east and State Highway 69/92 on the south; however it includes the Belleville School district lands, south of STH 69/92. **Motion made by Josh Graves, seconded by Terry Kringle to adopt the Far West Side Neighborhood Concept Plan. Motion carried by six votes.** Terry Kringle informed the Board that the PUD is a cul-de-sac. That property belongs to Ed Gehin and told the developers that the street should be put in to allow for future growth.

Village of Belleville Comprehensive Plan 2008:

The Plan Commission will hold a Public Hearing on February 25, 2008 and a recommendation will be brought before the Board March 3, 2008.

Operator License: **Motion made by Gary Ziegler, seconded by Deb Kazmar to approve Operator License for Amy K. Dickman from January 21, 2008 thru June 30, 2009. Motion carried by six votes.**

Highway 92 Re-Construction Contract with Department of Transportation and Main Street Resurfacing: **Motion made by Kevin Porter, seconded by Gary Ziegler to continue on the proposed schedule for State Highway 92 for 2008/2009 as planned. Motion carried by six votes.**

**Motion made by Gary Ziegler, seconded by Deb Kazmar to enter into the Municipal Agreement for a Highway Improvement Project for Highway 92 Re-Construction Contract with Department of Transportation dated March 24, 2006. Motion carried by six votes.** Estimates for project 5606-00-00-05/75 & 1690-04-01/71 are in 2006 dollars and does not include cost for E&C except where specified. The total estimated cost is \$1,457,354 with the

Village's share being \$22,131.

Closed Session

**Motion made by Kevin Porter, seconded by Josh Graves to Adjourn to Closed Session per WI Stats 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Roll call vote Terry Kringle-yes, Josh Graves-yes, Deb Kazmar-yes, Kevin Porter-yes, Gary Ziegler-yes, Paul Ziehli-yes.**

Offer to Purchase Lot-Business Park  
Offer to Purchase Lot-Industrial Park

**Motion made by Deb Kazmar, seconded by Kevin Porter to reconvene to open session. Motion carried by six votes.**

The Village Attorney will look over the Offer to Purchase Lot 1 in the Business Park and the Offer to Purchase Lot 3 in the Industrial Park and get back to the Village Board.

**Motion made by Deb Kazmar, seconded by Kevin Porter to adjourn. Motion carried.**

Respectfully submitted,  
Mary Austin, Deputy Clerk